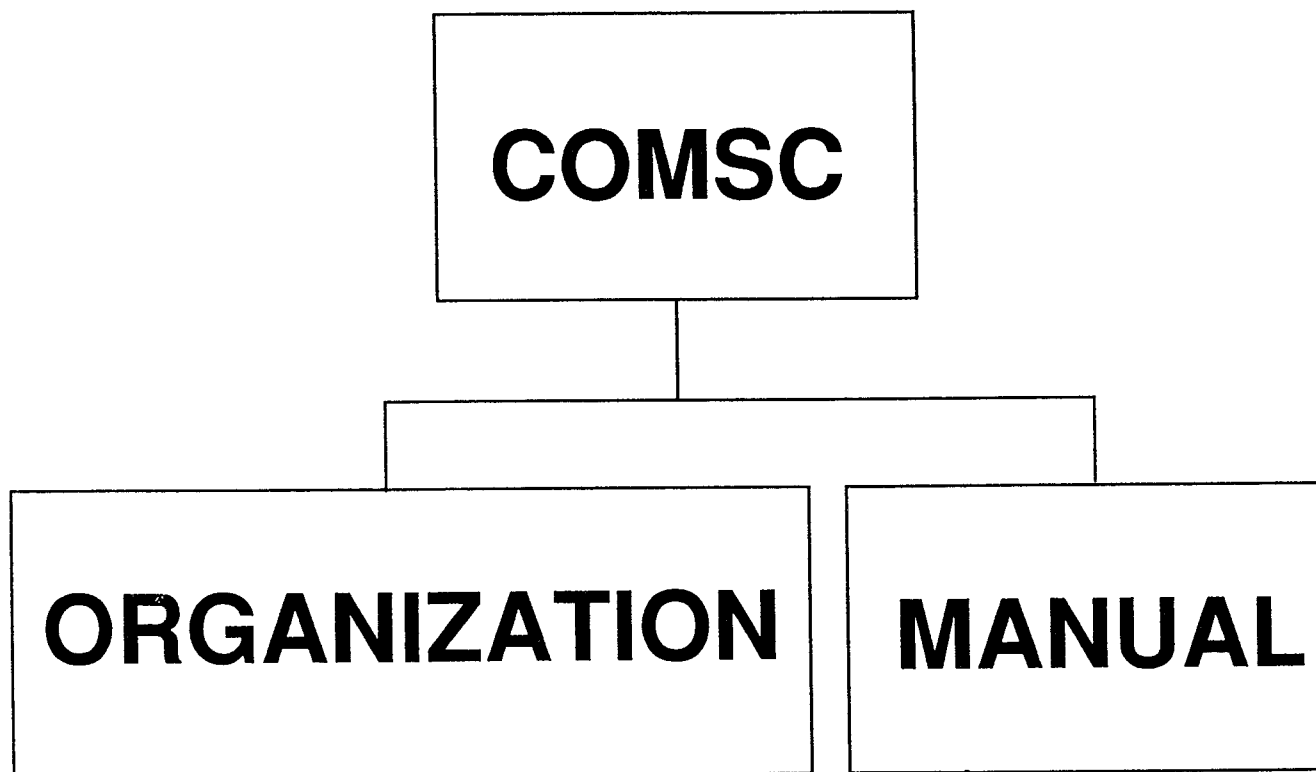


Military Sealift Command
Washington Navy Yard Bldg 210
901 M Street SE
Washington, D.C.
20398-5540

COMSC Instruction 5440.8F



RECORD OF CHANGES

[illegible]



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON, D.C. 20398-5100

REFER TO:
COMSCINST 5440.8F
N1
10 JUL 1992

COMSC INSTRUCTION 5440.8F

Subj: ORGANIZATION OF MILITARY SEALIFT COMMAND HEADQUARTERS

1. Purpose. To establish the organizational structure of the Headquarters of Commander, Military Sealift Command (COMSC).

2. Cancellation. COMSCINST 5440.8E.

3. Information

a. This manual reflects the Military Sealift Command (MSC) Headquarters organization as of 1 July 1992. Subsequent changes in the organization will be incorporated as they occur.

b. This manual is to be used as a management tool to determine and measure effectiveness in accomplishing the mission of MSC.

c. The mission and responsibility statements for the MSC Liaison Officers also are included as Appendix A to this manual.

4. Action. All Directors/Special Assistants of the staff of COMSC will conform to the organizational structure delineated in this manual. However, in the interest of progressive improvements based on present and future operations, all COMSC personnel are encouraged to suggest revisions to this manual whenever the need is indicated. Such proposed organizational changes will be accomplished in accordance with Part 1.

W. T. SANSONE
Deputy Commander

Distribution:
COMSCINST 5000.19
List I (Case A, B)

Copy to:
SNDL A3 (OP-09B, OP-09B24)
41B (MSC Area Commanders)
41C (MSC Subarea Commanders)
41D3 (MSC Offices)
41F (MSCCENTACT)
41G (COMFSRON)
41K (MSCUs)
41L (MPSRONs)
41M (MSCTAGOS Units)

PART 1

INTRODUCTION

SCOPE

This manual prescribes the staff organization of the Commander, Military Sealift Command (COMSC). It makes no attempt to tell how functions are to be accomplished nor is it concerned with operating or technical problems.

The mission and functions of all organizational elements of COMSC are described in Part 2. In addition, those "assistant to" or "assistant for" functions entirely outside other organizational segments and which report directly to a deputy directorate head, directorate head, Vice Commander, Deputy Commander or COMSC, are individually described.

NOMENCLATURE AND IDENTIFICATION SYSTEM

The purpose of COMSC code symbol is to provide a convenient means of identifying authorized organizational billets/positions, and for such purpose as rapid reference, indexing, routing of mail and grouping of organizational components.

Codes for COMSC Headquarters consist of the prefix "N" followed by a numerical/alphabetical code as shown below.

<u>Organization Title</u>	<u>Code</u>	
Commander, Military Sealift Command	N00	
Vice Commander	N01	
Deputy Commander	N02	
Chief of Staff	N001	
Flag Secretary	N002	
Aide/Flag Lieutenant	N003	
Force Master Chief	N00A	
Command Chaplain	N00C	
Assistant for EEO Matters	N00E	
Inspector General	N00I	
Director, Medical, Environmental Protection, Safety & Occupational Health	N00M	(R
Director, Public Affairs	N00P	(R
Director, Reserve Programs	N00R	(R
Assistant for Small and Disadvantage Business	N00S	
Director, Personnel, Manpower and Management Directorate	N1	
Counsel	N2	
Director, Operations Directorate	N3	

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<u>Organization Title</u>	<u>Code</u>
Director, Logistics Directorate	N4
Director, Plans, Programs & Policy Directorate	N5
Director, Command, Control, Communication, and Computer Systems Directorate	N6
Director, Engineering Directorate	N7
Comptroller	N8
Director, Contracts and Business Management Directorate	N10
Director, Quality Assurance Directorate	NQA

The designation "deputy" denotes that the incumbent is in the direct chain of command, and will be used for the Deputy Commander, deputy directorate heads and deputy division directors. The letter suffix "X" is reserved for and shall be used only to identify a "deputy" as defined above, (except for Deputy Commander).

Letter suffixes in the upper case, such as "B" or "C" indicate "assistant to" or "assistant for" as defined above under Scope. Such assistants have staff responsibility only and are not in the direct chain of command. For simplicity of structure and best manpower utilization, the number of such staff assistants should be kept to a minimum by assigning these functions, where possible, to established organization elements.

Example of organization titles and codes for echelons below the above listed single digit codes are as follows:

Deputy Counsel	N2X
Assistants to single digits codes	N7B
Division Directors	N41, N82
Branch Heads	N3T11, N821

Positions which do not represent approved organizational entities and thus are not included in this manual may be assigned a lower case letter following the appropriate organizational codes, as appropriate. Examples of titles and codes of positions below approved organizational levels are as follows:

Assistant Security Officer	N15a
Secretary to Director, Engineering Directorate	N7s
Contract Specialist	N101a
Clerk-typist, Headquarters Support Division	N41t

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PRINCIPLES OF COMSC ORGANIZATION

The following principles govern the COMSC organizational structure:

1. Every necessary function involved in the mission of COMSC is assigned to a segment of the organization. Responsibility for a function is matched by the authority necessary to perform that function.
2. The functions assigned each segment of the organization are specifically clear cut and well understood.
3. Primary responsibility for a function is not assigned to more than one integral segment of the organization.
4. Delegation of authority in conjunction with organizational structure will result in not less than two integral segments of division, branch and/or section levels.
5. Each member of the organization, from top to bottom, knows to whom he/she reports and who reports to him/her.
6. No member of the organization reports to more than one supervisor with respect to primary duties.
7. Individuals reporting directly to a supervisor do not exceed the number which can be coordinated and directed effectively.
8. Channels of command are not violated by staff members.
9. Authority for action is decentralized to the individuals responsible for actual performance of operations to the greatest extent possible, so long as decentralization does not hamper necessary control over policy or the standardization of procedures.
10. Nomenclature applied to organizational elements within each functional area are uniform.

COMPLIANCE WITH PRINCIPLES OF COMSC ORGANIZATION

The following organizational changes require approval:

1. Changes in organizational titles of branches, divisions, directorates and "assistant to/for" segments.

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2. Establishment, disestablishment or merger of branches, divisions, directorates, deputy directorate head segments, assistant division and branch head segments and "assistant to/for" segments.

3. Merger, transfer, addition or deletion of functions of branches, divisions, directorates, deputy directorate heads, deputy division directors and branch heads and "assistant to/for" segments.

Changes in organization and related personnel actions involving the above stated standards and principles of organization will not be implemented until officially approved.

PROCEDURES FOR REQUESTING ORGANIZATIONAL CHANGES

Requests for ALL the above organizational changes at any level will be prepared and forwarded by the directorate head to the Director, Personnel, Manpower and Management Directorate (N1) for appropriate action. The request shall contain the originator's description of, and the reasons for, the proposed change. The following enclosures shall be submitted:

1. The proposed mission and responsibility statements for all new or revised organizational elements.

2. If appropriate, in view of the nature of the change being proposed, an organization chart for the affected segments showing the proposed location of each position, the position title, series and probable grade or rank. New positions and revised positions shall be indicated by use of asterisks and footnoted. Positions for which ceiling is not available also shall be similarly indicated on the position chart. If a vacancy will result, so indicate.

APPROVAL OF PROPOSED ORGANIZATIONAL CHANGES

The Director, Personnel, Manpower and Management Directorate will evaluate proposed organizational changes and forward them with recommended action to the Vice Commander/Deputy Commander. Changes approved by the Commander, Vice Commander or Deputy Commander will be incorporated into the Organization Manual.

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PART 2

MISSIONS AND RESPONSIBILITIES

COMMON RESPONSIBILITIES

Succession to Acting Commander. In case of death, resignation, absence or sickness of the Commander, Military Sealift Command, the Vice Commander will assume the duties as acting commander, until a permanent successor has been appointed or until such sickness or absence has ceased.

Succession to Administration Responsibility. In cases of death, resignation, absence or sickness within the staff, the designated staff member, or next senior staff member when no designation has been made, shall assume the duties of the immediate superior.

Security. Administrative responsibility for security matters rests with the senior member of each organizational segment. Each staff member shall ensure compliance with all security instructions and regulations and, when breaches of security are noted, take appropriate corrective action.

Miscellaneous Duties. Each staff member shall, in addition to fulfilling his/her primary responsibilities, perform other duties or tasks assigned or directed by immediate superior.

Civil Service Matters. COMSC directorate heads and division directors shall administer civilian personnel under their immediate cognizance. They shall ensure preparation of all required civilian personnel reports, maintain necessary files and records and avail themselves of the experience and recommendations of the Director, Personnel, Manpower and Management Directorate and the servicing Civilian Personnel Officer in such matters.

Military Personnel Matters. COMSC directorate and division directors shall administer military personnel under their cognizance in accordance with established procedures, and coordinate all matters in this respect with the Director, Military Personnel/Security Division (N15).

Recommendations. Staff members shall not limit their activities to the fulfillment of given responsibilities but shall, in addition, make any recommendations or submit any beneficial suggestions they deem worthy, in the interest of increased efficiency and economy.

30 JUL 1992

Correspondence Management. Staff members shall ensure compliance with current directives concerning all types of correspondence, incoming and outgoing, relative to handling practices, composition, preparation, expeditious replies, information or clearance. The term "correspondence" includes letters, messages, instructions, notices, reports, publications and changes thereto.

Policy. Staff members shall keep informed of the policies of the Commander, Military Sealift Command, ensure that orders or directives issued are in conformance with those policies and keep their immediate superiors advised of matters which are of sufficient importance to require such action. When a new policy appears desirable, the staff member concerned will submit appropriate recommendations to COMSC via the Vice Commander, Deputy Commander and the chain of command.

Functional Responsibility. All MSC officials having primary responsibility for execution of an assigned function shall assure that such responsibility is identified clearly in their organizational charters. Also, they shall ensure the charter statements of other MSC directorates and assistants are fully compatible with that responsibility. Where responsibility for execution of a function is shared by two or more MSC officials, charters should specifically state the scope of the assigned functional responsibility.

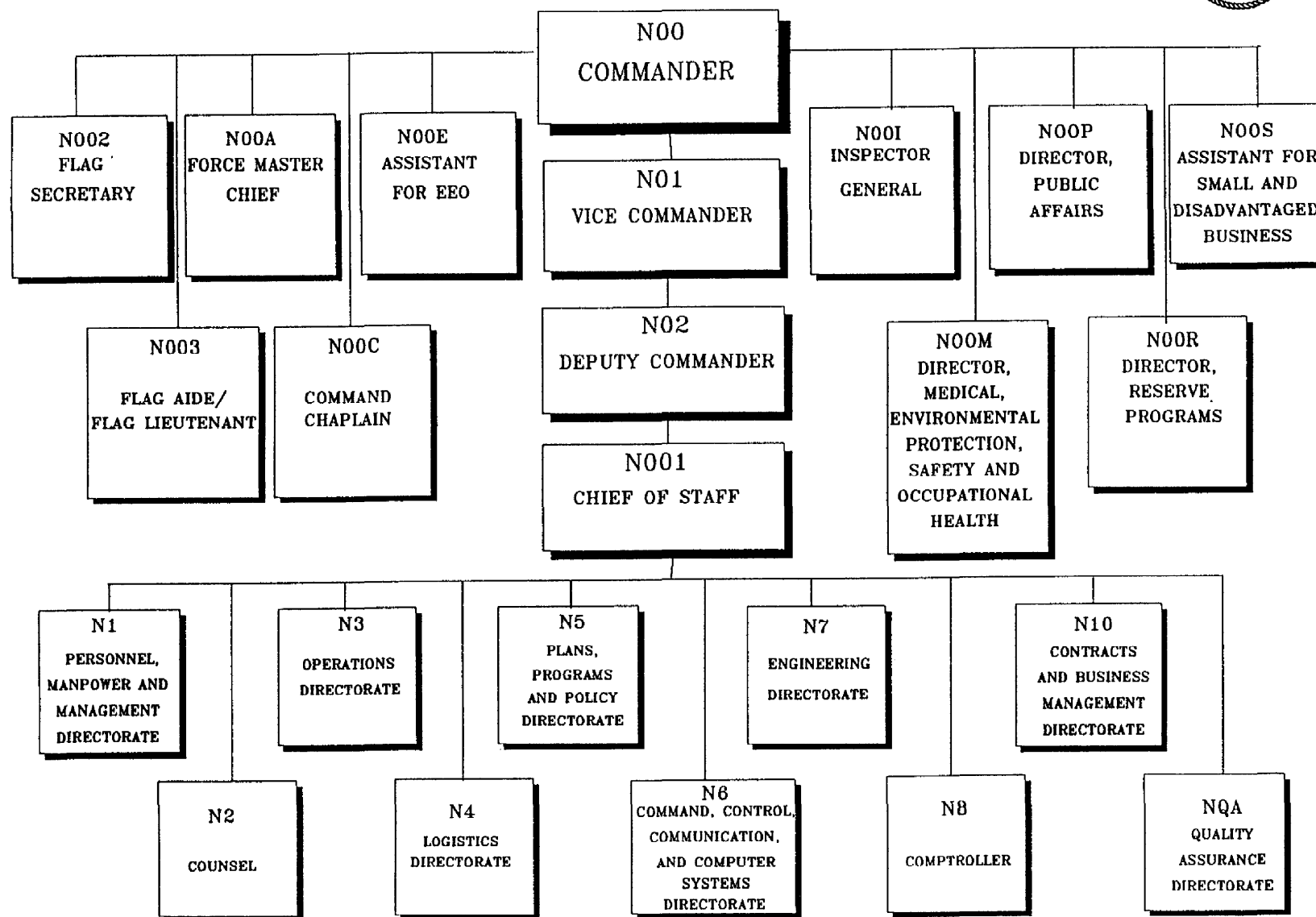
Coordination Responsibility. MSC officials are directed to communicate with each other whenever cooperative action is appropriate. The official assigned primary responsibility for each COMSC function has principal coordinating authority and is responsible for completing staff work on items within the function. The objective of this coordination effort is to achieve a workable management discipline that is familiar to and promoted by staff members as a means to accomplish their assigned responsibilities as related to the total command mission.

Official Visits. Whenever a member of the staff, acting in an official capacity, visits a ship or shore activity of MSC, he/she will report his/her presence and the nature of the visit to the Commander or Commanding Officer upon arrival. Prior to departure, he/she will inform the Commander or Commanding officer of the results of the visit. On the occasion of an unofficial visit, courtesy requires that the Commander be informed of his/her presence.

INDIVIDUAL MISSIONS AND RESPONSIBILITIES

Individual missions and responsibilities appear on the following pages.

MILITARY SEALIFT COMMAND HEADQUARTERS



SFP 22 1993

COMMANDER, MILITARY SEALIFT COMMAND

N00

Mission

(R)

To command the Military Sealift Command (MSC), deploy and sustain military forces worldwide and serve as Assistant for Naval Control of Shipping (CNO N3N/N5N).

Responsibilities

(R)

1. Serves as Navy Component Commander to the unified U.S. Transportation Command (CINCTRANS) for ocean transportation/strategic sealift throughout the Department of Defense (DOD); responsible to SECNAV for sealift assets which are service-unique or theatre-assigned; serves as Type Commander of Commander in Chief, Atlantic Fleet (CINCLANTFLT), Commander in Chief, Pacific Fleet (CINCPACFLT) and Commander in Chief, U.S. Navy Europe (CINCUSNAVEUR) providing Naval Fleet Auxiliary Forces (NFAF) to support worldwide U.S. Navy operations and Special Missions Support Forces in response to specific DOD tasking for designated U.S. agencies and sponsors worldwide. The following principle duties pertain:

a. As the Head of a Contracting Activity, contracts for the acquisition of strategic sealift and ocean transportation capability needed to meet mission requirements of MSC.

b. Exercises administrative command functions along traditional Navy type commander lines for MSC ships under direct government control. For ships under charter contract agreement with commercial operating companies, the administrative commander functions are exercised through the commercial operating companies in accordance with provisions of the charter contracts. The objective is to maintain a force of strategic sealift ships to a uniform set of standards in terms of fleet readiness.

c. Provides strategic sealift and ocean transportation planning support to CINCTRANS, the Joint Chiefs of Staff, the unified and specified commands and the Joint Deployment Community (JDC).

d. Develops plans for the effective use and control of military-owned and commercial ocean transportation resources and capabilities made available to the DOD under mobilization or other emergency conditions.

e. Provides ocean transportation service to all components of DOD, and as authorized for other agencies of the U.S. Government.

N00 (Cont'd)

f. Controls, operates and administers government-owned ships assigned, and all other ships acquired for the purpose of providing ocean transportation service for the movement of personnel, material and Petroleum, Oil and Lubricants (POL).

g. Procures ships outside the MSC fleet by bareboat, time or voyage charter, or by allocation from other government agencies. Procures passenger and cargo space in commercial ships to meet the requirements of the DOD and such other agencies of the U.S. Government as authorized by the Secretary of Defense. In the procurement of cargo space in commercial ships, contract provisions for or relating to working cargo, terminal facilities or other responsibilities of the military departments or the Military Traffic Management Command (MTMC) are coordinated with these commands, as appropriate, prior to inclusion in MSC contracts.

h. Meets all requirements of the DOD and other agencies, as authorized, for ships and craft for purposes other than transportation. This includes research, survey, oceanographic, cable laying, repair facilities and range instrumentation ships, except those requirements met by ships and craft organic to the military services and those required in the installation phase of a system by the systems contractor.

2. Operational and Material Readiness, Command and Control Functions

a. Develops, establishes and operates an integrated information data system to support the mission of MSC.

b. Maintains an emergency readiness posture.

c. Carries out realistic training programs.

d. Provides or arranges for the maintenance, repair and modernization alternation of all government-owned ships assigned, and the maintenance and repair of any ships acquired through bareboat charter.

e. Provides or arranges for the maintenance and operation of cargo offload and discharge systems installed or transported in MSC ships as required by the providing service.

f. Approves stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo and efficient use of ship space.

N00 (Cont'd)

g. Establishes and controls such subordinates as Military Sealift Command Central Technical Activity, Military Sealift Command Area Commands, Military Sealift Command Subarea Commands, Military Sealift Command offices, units and representatives as are established by the Chief of Naval Operations (CNO).

h. Exercises operational control over MSC ships not specifically assigned to the operational control of a Fleet CINC.

i. Serves in an additional duty (ADDU) capacity to CINCLANTFLT and CINCPACFLT as Commander, Sealift Forces, Atlantic and Commander, Sealift Forces, Pacific, respectively, on matters concerning sealift control, coordination and protection.

j. Administers the Naval Control of Shipping Organization in support of Fleet CINC requirements in peacetime.

k. Administers the MSC Naval Reserve Program, and provides training for MSC Reservists to meet mobilization requirements.

3. Program and Budget Function

a. Collaborates with the U.S. Transportation Command and the office of CNO in establishing requirements for strategic sealift and in the development and management of enhancement programs to meet those requirements.

b. Manages, processes, determines and settles claims by or against commercial carriers and/or the government arising out of contracts for ocean transportation of personnel, material and POL.

c. Serves as single point of contact with ocean carriers in regard to the negotiation of ocean rates, terms and conditions of ocean transportation and the procurement of ocean shipping capability or ocean transportation services.

d. Develops and maintains necessary financial records, operational statistics and managerial analyses that reflect the degree of efficiency and economy of the operations of MSC and the use of funds, manpower, facilities and equipment.

e. Administers the MSC subheads of the Defense Business Operations Fund (DBOF) as specifically directed by the Assistant Secretary of the Navy (Financial Management) through CNO for DBOF-N and the U.S. Transportation Command for DBOF-T.

f. Provides Planning, Programming and Budget System (PPBS) inputs to CNO.

3 September 1993

VICE COMMANDER

N01

Mission

To assist Commander, Military Sealift Command (COMSC) in accomplishing the mission of the command and carrying out assigned responsibilities. To serve as principal adviser to the Commander on maritime affairs and on command management and business matters.

R) Responsibilities

1. Within the limits of delegated authority, issues orders considered emanating from the Commander and having full force and effect as such.
2. Acts as COMSC in the absence of the Commander.
3. Keeps informed and advises the Commander, of circumstances affecting the effective operations and readiness of the command.
4. Establishes overall program policies and objectives for fleet operations and readiness.
5. Oversees and supervises the business operations of the subordinate commands, including the MSC Central Technical Activity.
6. Reviews for the Commander, on a cyclic basis, the status of accomplishment of designated objectives and their effectiveness in enhancing command programs and operations.
7. Exercises management direction over planning policy and legislative affairs, manpower, civilian personnel, legal, comptroller, command information systems, strategic mobility, contracting, quality assurance and public affairs.
8. Serves as liaison between the Commander and the maritime industry.
9. Informs the Commander of significant trends and developments in the maritime industry.
10. Reviews proposed policies and legislation hearings on merchant marine matters and makes appropriate recommendations.

N01 (Cont'd)

11. Serves as the Command Competition Advocate.
12. Manages the small and disadvantaged business functions established in the Defense Acquisition Regulation.

3 September 1993

DEPUTY COMMANDER

N02

Mission

To assist the Commander, Military Sealift Command (COMSC) in accomplishing the mission of the command and carrying out the assigned responsibilities.

Responsibilities

1. Within the limits of delegated authority, issues orders considered emanating from COMSC and having full force and effect as such.
2. Acts for COMSC in the absence of the Commander and Vice Commander.
3. Acts for COMSC and in collaboration with the Vice Commander, coordinates and controls the management process and procedures of the Headquarters and Area Commands.
4. Ensures the coordination of MSC programs and functions with other government agencies and with the private sector, as appropriate.
5. Advises COMSC on military discipline and morale matters.
- A) 6. In collaboration with the Vice Commander, provides primary oversight of MSC Area Command fleet operations and readiness, with particular emphasis on the Naval Fleet Auxiliary Force and Special Mission ship areas.
- A) 7. Exercises management direction over operations, sealift readiness, engineering, medical, logistics and reserve affairs.
- A) 8. Determines operational priorities to meet MSC mission requirements.
- A) 9. With the Vice Commander, serves as principal liaison for COMSC with the Joint Staff, US Transportation Command (USTRANSCOM), other unified and specified Commanders in Chief (CINCs), Fleet Commanders in Chief, Services, Military Traffic Management Command (MTMC), Air Mobility Command (AMC) and other government agencies for peacetime operations and during contingencies.

CHIEF OF STAFF

N001

Mission

(R)

To supervise and coordinate all activities of the Military Sealift Command (MSC) staff.

Responsibilities

(R)

1. Keeps informed and advises the Commander and Vice Commander, MSC of circumstances affecting the efficient operations of the command.
2. Maintains properly staffed and efficiently operating subordinate commands and ships.
3. Coordinates all planning and staff work; supervising and reviewing continuously the accomplishments of all COMSC staff offices.
4. Prescribes policies for administrative procedures within the staff.
5. Within the limits of specifically delegated authority, issues orders considered as emanating from COMSC and having full force and effect as such.
6. Advises COMSC in disciplinary and morale matters within the staff and the command.

FLAG SECRETARY

N002

Mission

To supervise the staff organization and execute administrative responsibilities of the Commander, Military Sealift Command (COMSC).

Responsibilities

1. Performs such duties as may be assigned by the Commander.
2. Supervises and coordinates work of the Commander.
3. Administers a Command-wide correspondence management program including the use of uniform procedural and style practices as documented by the COMSC Administrative Procedures Manual.
4. Administers the command-wide paperwork management program.
5. Administers COMSC central mail and file program and directs command-wide postal activities.
6. Coordinates the command automated tickler system.
7. Formulates policy and procedures pertaining to command-wide administrative functions.
8. Provides direction and assistance for COMSC administrative support programs and coordinates such programs in MSC Area Commands.

ASSISTANT FOR RECORDS MANAGEMENT

N002B

Mission

To exercise staff supervision of the Military Sealift Command (MSC) paperwork management program.

Responsibilities

1. Administers the paperwork management program within MSC Headquarters and coordinates the program throughout MSC.
2. Implements policies and standards of the creation, utilization, maintenance and disposition of paperwork and other records.
3. Administers the MSC Headquarters central mail and files operations.
4. Prepares and recommends issuance by COMSC of policy and program directives and manuals of standards and procedures for the management of correspondence, information issuance system, reports, forms, mail, filing and retrieval systems and records disposal schedules.
5. Analyzes, develops and implements MSC reporting systems and ensures the proper interface of automated and manual subsystems.
6. Ensures the effectiveness of all management programs throughout MSC and conducts or assists in management surveys, reviews, studies and inspections where paperwork management or related administrative procedures and practices are of a significant factor.
7. Serves as Records Officer for MSC.

R) AIDE/FLAG LIEUTENANT

N003

Mission

To serve as Administrative Assistant and Aide to the Commander, Military Sealift Command (COMSC).

Responsibilities

1. Accompanies the Commander on official business travel; provides security for classified conference materials and sees to personal requirements.

2. Receives and maintains receipt, custody and control of all official correspondence intended for the personal attention/action of the Commander.

3. Maintains classified material control logs and provides reference documents to the Commander.

4. Controls all mail, personal and official, addressed to the Commander by name, assigning action and controlling tickler as required.

5. Prepares replies to correspondence for signature of the Commander.

6. Maintains the Commander's Calendar of events and schedules all appointments as directed.

7. Advises on matters of uniforms, honors, ceremonies and protocol as they may affect COMSC and his staff.

8. Arranges transportation as required.

9. Keeps the Vice Commander, Deputy Commander, Directors/Special Assistants and the Command Center Watch Officer informed of prospective movements of the Commander.

10. Maintains such accounts as are directed by the Commander.

FORCE MASTER CHIEF

N00A

Mission

To assist the Commander, Military Sealift Command (COMSC) in an active advisory role in all matters pertinent to the welfare, job satisfaction, morale, utilization and training of enlisted members.

Responsibilities

1. Acts at all times to maintain and promote the effectiveness and efficiency of the chain of command.
2. Ensures the concept and standards of pride and professionalism are maintained.
3. Advises the Commander in regard to the formulation of changes in policy pertaining to enlisted members.
4. Ensures established policies are explained adequately and understood by inspiring cognizant subordinates to develop effectively and utilize basic leadership principles.
5. Attends staff meetings routinely and, when invited, participates in other discussions to promote effective communication between the officer and enlisted communities.
6. Assists in the preparation for, and participates in, ceremonies concerning enlisted members, as appropriate.
7. Participates in the reception and hosting of official enlisted visitors to MSC.
8. Represents or accompanies the Commander or Vice Commander to official functions, inspections and conference, when appropriate.
9. Serves as member of or functions in close coordination with the following as, appropriate:
 - a. Command Retention Team
 - b. Career Counselor
 - c. Awards Board
 - d. Human Relations Council

N00A (Cont'd)

- e. Substance Abuse Coordinator
 - f. Sailor of the Year Selection Board
 - g. Navy Wives' Club and Family Ombudsman
10. Maintains a continuing liaison with the appropriate Fleet Master Chiefs to ensure communication of ideas and recommendations are transmitted between the enlisted community and command. This liaison does not alter the requirement for all official communications to be transmitted via the chain of command.
11. Visits any USNS ship or MSC office/unit as directed by the Commander or Vice Commander.
12. Ensures that leadership training is being conducted in MSC.
13. Acts as a member of the Chief of Naval Operations' Master Chief Petty Officer Advisory Panel to meet when directed by CNO.
14. Performs adequate official travel to subordinate commands to ensure the two-way communication between the Commander and the enlisted community is effective.
15. Maintains a close liaison with subordinate Command Master Chiefs, Command Senior Chiefs and Chiefs to communicate effectively ideas, policies and programs.
16. Reports, either orally or in writing, to the appropriate Area Commander or Commanding Officer, the results of official visits.
17. Reports, either orally or in writing, to the Commander and/or Vice Commander, the results of official visits, outlining any problem areas or recommendations resulting therefrom.
18. Attends retirement ceremonies to present the MSC program to retiring military personnel for possible service as civil service mariners.

COMMAND CHAPLAIN

N00C

Mission

To administer an effective program for the spiritual welfare of the Military Sealift Command (MSC) personnel and to advise the staff in matters affecting morale and the protection of moral standards.

Responsibilities

1. Advises the Commander, Military Sealift Command (COMSC) on all matters relating to religion, religious ministries, command religious program, personnel and families of personnel.
2. Prepares directives as necessary for the administration and accomplishment of religious programs and policies of the command.
3. Recommends and, when appropriate, implements measures designed to stimulate high standards of morale and personal morals among personnel under MSC jurisdiction.
4. Performs as liaison with local religious, clergy, civic groups and military/civilian agencies which provide helping services to MSC personnel and their families.
5. Represents COMSC, as directed, on boards, committees, at religious ceremonies and civil functions.
6. Conducts inspections in conjunction with the Inspector General for the purpose of evaluating the effectiveness of command religious programs.
7. Performs as liaison with the Chief of Chaplains, U.S. Navy.

ASSISTANT FOR EQUAL EMPLOYMENT OPPORTUNITY MATTERS

N00E

Mission

To direct the implementation of the Military Sealift Command (MSC) Equal Employment Opportunity (EEO) and Equal Opportunity (EO) initiatives to meet mission goals and objectives; ensure other related programs concerning military and civilian personnel are accomplished and keep the Commander, Military Sealift Command (COMSC) informed in these matters.

Responsibilities

1. Administers the affirmative employment, special emphasis, equal opportunity, employee assistance, discrimination complaint processing and personal excellence partnership programs.
2. Evaluates all EEO and EO programs affecting ashore and afloat personnel.
3. Provides guidance to Area Commands on EEO, EO and discrimination complaints.
4. Represents the Commander at meetings involving Navy EEO/EO programs.
5. Provides guidance to the Inspector General on all EEO/EO matters brought to the attention of the Inspector General.
6. Plans exhibits and Area Command participation at national minority, women and handicapped conferences as part of the MSC recruiting efforts under affirmative employment.
7. Plans and coordinates training classes for military and civilian personnel on EEO/EO matters.

INSPECTOR GENERAL

N00I

Mission

Inspects, investigates or inquires into any and all matters of importance to the Commander, Military Sealift Command (COMSC) and the Department of the Navy, including command relationships and organizational structures, with particular emphasis on readiness, effectiveness, efficiency, economy and integrity. Identifies, through analysis of available information, systemic weaknesses throughout the command and recommends appropriate action for improvement.

Responsibilities

1. Establishes and disseminates Inspector General policies throughout the Military Sealift Command (MSC).
2. Administers the MSC inspection and follow-up programs and serves as Chief Inspector for COMSC.
3. Reports on results of inspections and assures that appropriate follow-up action is taken to implement inspection recommendations.
4. Evaluates inspection programs of the Area Commands and implements improvements as required.
5. Conducts special inspections, investigations and surveys as directed by the Commander or higher authority.
6. Administers the DOD/Navy Hotline Program and receives, reviews and processes complaints and requests for assistance.
7. Inspects, investigates and inquires into matters concerning (A fraud, waste, inefficiency and related improprieties throughout the command. Develops and/or coordinates criminal, administrative or Contractual Remedies Plans and Adverse Impact Statements for cases of fraud, waste and mismanagement of resources.
8. Coordinates and tracks review and endorsement of Judge Advocate General (JAG) investigations submitted to COMSC.
9. Recommends appropriate action to improve MSC organization policies, programs or procedures with emphasis on efficiency, effectiveness and economy.
10. Serves as the Commander's single point of contact with the Naval Inspector General and other activities on Inspector General issues.

R) DIRECTOR, MEDICAL, ENVIRONMENTAL PROTECTION,
SAFETY AND OCCUPATIONAL HEALTH

NOOM

Mission

To advise the Commander, Military Sealift Command (COMSC) on medical, environmental protection, safety and occupational health related to the mission and personnel of the organization and provide assistance and advice in these areas to all other components of the Military Sealift Command (MSC) ashore and afloat.

Responsibilities

1. Serves as advisor to COMSC on medical including occupational health and preventive medicine (OH/PM), environmental protection and safety matters.

2. Establishes and directs all medical, environmental protection and safety programs at MSC Headquarters and provides oversight of those same programs at subordinate commands.

a. Ensures provision of medical support and medical care to all eligible MSC personnel (afloat and ashore civilian and military personnel). Implements and coordinates all medical administrative programs within MSC and establishes medical standards for employment and assignment of civilian marine personnel.

b. Coordinates medical contingency planning in cooperation with MSC Headquarters directorates. Develops and reviews medical aspects of mobilization plans, OPLANS and other contingency plans. Develops medical manning requirements and medical training requirements for MSC reserve units. Develops ADCUTRA requirements for MSC medical reservists.

c. Develops and maintains preventive medicine programs, including public health and communicable disease. Provides advice to COMSC engineering and ship conversion personnel regarding medical aspects of shipboard habitability through participation in ship design programs.

d. Develops and maintains industrial hygiene and occupational health programs, including hearing conservation, respiratory protection, heat stress, personal protection, workplace monitoring and medical surveillance programs.

e. Coordinates, implements and maintains environmental protection policies. Ensures compliance with federal, state and local regulations and directs the implementation within MSC.

NOOM (Cont'd)

f. Ensures the establishment, implementation and maintenance of effective safety programs throughout the MSC claimancy per Navy policy. Develops injury and illness prevention programs and procedures, including tracking of injury and illness trends and recommendations for corrective action.

3. Provides liaison with appropriate agencies and departments including, but not limited to:

a. OP-45 as related to environmental protection, safety and occupational health programs.

b. The Surgeon General of the Navy (OP-093), Bureau of Medicine and Surgery, Medical Officers of Surface Type Commands and other medical components of the Navy.

c. Medical, environmental protection, safety and occupational health components of the U.S. Public Health Service, U.S. Coast Guard and other federal agencies.

d. The Maritime Administration (in conjunction with the Seafarers Health Improvement Program (SHIP)).

e. Components of the maritime industry regarding medical; environmental protection and safety issues of mutual interest.

4. Develops and maintains Command Inspection Program for medical, environmental protection and safety programs.

5. Coordinates and participates in all aspects of contract administration for contracts generated within the Medical, Environmental Protection, Safety and Occupational Health organization. Provides input to contracting officers and contracting officers' technical representatives for development of medical requirement in contracts, including development of work statement language, participation in contract working groups and technical review of offers received.

6. Develops and maintains automated system requirements in coordination with COMSC information system personnel and Area Command medical personnel.

7. Develops and maintains qualifications for hire and assignment of shipboard medical personnel, including requirements for training, a medical privileging program and a clinical performance quality assurance program.

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N00M (Cont'd)

8. Monitors shipboard construction and conversion programs for medical requirements and provides input to COMSC engineering and other appropriate personnel. Coordinates medical aspects of shipboard habitability. Develops and maintains shipboard Transport Alteration (TRANSALT) monitoring program for medical spaces.

DIRECTOR, PUBLIC AFFAIRS

NOOP

(R)

Mission

To advise Commander, Military Sealift Command (COMSC) on policies and methods pertinent to public relations; coordinate responses to Congressional inquiries; direct external and internal public information programs and provide a central audiovisual and graphic arts service for the staff of COMSC.

Responsibilities

1. Prepares replies to Presidential and Congressional correspondence.
2. Maintains liaison with Congress through the Office of Legislative Affairs, Navy Department, on matters of interest to the Military Sealift Command (MSC).
3. Advises COMSC of activities and patterns in legislative affairs, and in public, internal and community relations with potential or actual impact on MSC.
4. Administers the command Freedom of Information Act (FOIA) and Privacy Act programs and provides coordination of these programs in MSC subordinate activities.
5. Maintains effective contacts with commercial shipping companies, maritime unions, Maritime Administration and other agencies and organizations concerned with ocean transportation.
6. Maintains liaison with the public affairs offices of the Secretary of Defense, Navy Department and other government agencies.
7. Plans and directs the MSC public affairs program with the primary function of transmitting to the public factual information concerning the command, its ships, mission, policies, people and relationship with the combatant Navy and the commercial maritime industry.
8. Maintains liaison with civilian public information media; releases complete, timely and accurate information to local, regional and national news media.
9. Coordinates and integrates the MSC-wide public affairs programs by maintaining liaison with the advising Area Command Public Affairs Officers.

NOOP (Cont'd)

10. Originates, develops, edits and lays out information material to be used in MSC periodicals.

11. Prepares oral and written communications (speeches, briefings, lectures, by-lined articles, replies to letters, etc.) for COMSC.

12. Develops, coordinates and evaluates audiovisual, graphic and illustrative materials in support of command management and information programs.

13. Maintains audiovisual production capability to provide photographic and graphic arts support to meet COMSC operational requirements.

14. Serves as command audiovisual resources manager with responsibility for determining and reporting requirements for graphic services, photo and audiovisual equipment usage. Serves as liaison officer with the Naval Imaging Command on matters pertaining to motion picture and still photo production, distribution and use. Serves as command liaison officer with the American Forces Radio and Television Service and Navy Fleet Hometown News Release Service.

15. Supervises and monitors production of all graphic arts and audiovisual materials.

16. Prepares and submits to the Navy Historical Office the annual command history document and maintains file of headquarters and Area Command submissions.

17. Provides public relations counsel and products to COMSC staff regarding special needs and programs such as national recruiting efforts, major contracts, etc.

18. Coordinates the preparation of the MSC Annual Report, providing editing, design and production assistance to directorates, as necessary.

DIRECTOR, RESERVE PROGRAMS

N00R

(R

Mission

Directs and coordinates the technical management of the Military Sealift Command (MSC) Naval Reserve Program; oversees the mobilization readiness of MSC reserve units; prepares and promulgates the Commander, Military Sealift Command (COMSC) Logistic Support and Mobilization Plans (LSMP); represents COMSC in all matters concerning this program and directs and coordinates the technical management of the Merchant Marine Officer Program and serves as the principal advisor on matters related to Naval Control of Shipping (NCS) to COMSC in his capacity as Chief of Naval Operations (CNO) Assistant for Naval Control of Shipping (CNO N3N/N5N).

Responsibilities

1. Directs the technical management of the MSC Naval Reserve Program and acts as principal advisor to COMSC.
2. Develops objectives, plans, policies and procedures for the utilization of reserve personnel under both peacetime and mobilization conditions.
3. Recommends the organizational structure, allowances, number and location of reserve units based on MSC mobilization requirements.
4. Develops readiness evaluation criteria and monitors the status, progress and mobilization readiness of MSC mobilization forces.
5. Determines technical training requirements for the MSC Naval Reserve Program and develops and implements courses of instruction for attainment of training objectives.
6. Directs the technical management of the Merchant Marine Officer Program and acts as principal advisor to COMSC with regards to its mission, objectives, training, plans and policies.
7. Prepares, promulgates and updates the COMSC LSMP and reviews the LSMP addendum issued by MSC Area Commanders.
8. Prepares, promulgates and updates the Port Mobilization and Operations Planning Guide and reviews Port Mobilization and Operations Plans.

NOOR (Cont'd)

9. Ensures the inclusion of appropriate MSC shore-based mobilization forces in Operation Plans (OPLANs) and Time Phase Force Deployment Data System (TPFDDs) and develops appropriate support requirements.

10. Represents MSC on the Port Readiness Working Group as established by the Memorandum of Understanding (MOU) between the Department of Defense and the Department of Transportation concerning Port Readiness (Multi-Agency MOU).

R) 11. Assists COMSC/CNO(N3N/N5N) to discharge planning and coordinating responsibilities for NCS; to serve as the Program Sponsor representative and Technical Manager for the NCS Naval Reserve program and to ensure the overall readiness of the NCS organization.

12. Discharges NCS planning responsibilities.

13. Coordinates NCS efforts with the Fleet Commanders in Chief, other organizations within DOD and with interested national and international organizations.

14. Directs the establishment and maintenance of systems for the sailing and routing of merchant ships singly and in convoy; and reporting and diverting convoys and ships sailing independently.

15. Approves and monitors a system of prescribed routes throughout the oceans of the world.

16. Arranges for the initiation and distribution of NCS publications.

17. Reviews wartime plans for the worldwide Naval Control of Shipping Organization in support of U.S. and allied strategic and logistic plans; coordinates such plans with communications and personnel mobilization planning and with applicable civilian and military plans.

18. Reviews and maintains Office of Naval Operations (OPNAV) directives concerning NCS.

19. Reviews personnel allocation plan for Naval Control of Shipping offices and Convoy Commodores and staffs.

20. Initiates emergency action for shipping control and instruction for neutral vessels entering U.S. waters.

N00R (Cont'd)

21. Coordinates with the appropriate officers of OPNAV to ensure effective interface between the control of merchant shipping, on the one hand, and the policy, doctrine and coordination of protection of that shipping, on the other hand.

22. Acts as Technical Cognizance Officer for assigned tactical doctrine publications pertaining to NCS.

23. Maintains liaison with the other governmental departments and agencies in the formulation of NCS plans and policies.

24. Assists COMSC/CNO (N3N/N5N) in his responsibility as advisor to CNO (N3N/N5N) on all NCS matters and provides a point of contact for NCS matters in CNO (N3N/N5N). (R)

25. Assists COMSC/CNO (N3N/N5N) in his responsibility as NCS advisor to the Maritime Administration in North American Treaty Organization Planning Board for Ocean Shipping matters. (R)

26. Acts as Program Sponsor representative and Technical Manager for the NCS Reserve program, with responsibility for:

- a. Providing training guidance.
- b. Recommending organizational structure, allowances, number and location of units and annual number of drills to be conducted.
- c. Keeping informed of the status, progress and mobilization readiness of such units.
- d. Determining technical training and curricula requirements.
- e. Maintaining liaison with appropriate representatives of CNO; Commander, Naval Reserve Force; Commander, Naval Surface Reserve Force; Commanders, Naval Reserve Readiness Commands; Commanding Officers, Naval Reserve Center and NCS Reserve Unit Commanding Officers concerning the development and implementation of policies and procedures covering training, inspections, personnel issues, unit structure and locations and mobilization requirements.

27. Ensures that all responsibilities assigned to CNO (N3N/N5N) outlined in OPNAVINST 5430.48 are fulfilled. (R)

ASSISTANT FOR SMALL AND DISADVANTAGED BUSINESS

N00S

Mission

To serve as assistant to the Deputy Commander to develop, manage and implement small and disadvantaged business utilization policies, procedures and programs throughout the Military Sealift Command (MSC).

Responsibilities

1. Plans and develops overall program of MSC-wide utilization of small business firms, disadvantaged small business, labor surplus areas and other concerns.

2. Develops implementing instructions, methods and procedures which provide requirements and/or guidelines for MSC headquarters and field contracting offices and program managers.

3. Manages and oversees the implementation of programs at headquarters and throughout the field to ensure compatibility of policies and procedures to facilitate immediate and long range goals.

4. Provides guidance to personnel regarding goals, objectives, methods and requirements of the Small and Disadvantaged Business Utilization Program. Evaluates the effectiveness of the program as to its quantitative and qualitative values of participation.

5. Defines and implements a program with outside companies and firms to promote contracting opportunities for small and disadvantaged business firms.

6. Reviews procurement programs for possible breakout of items suitable for small business firms.

7. Provides a focal point for small business and disadvantaged business representatives to encourage and facilitate their doing business with MSC and other federal agencies.

30 JUL 1992

DIRECTOR, QUALITY ASSURANCE DIRECTORATE

NQA

Mission

To provide the Commander, Military Sealift Command a central focus for adapting and implementing commandwide plans and processes to achieve quality in management; to improve quality control (QC) and quality assurance (QA) functions so that best value is obtained for all contracts and operations; and to pursue applications of Total Quality Management (TQM) to obtain continuous process improvement in all functions.

Responsibilities

1. Provides Commander with management control functions to analyze specific segments of procedures and policies and to evaluate program effectiveness.
2. During formulation, participates in the development of specifications and/or statements of work to ensure:
 - a. Conformance to the requirement
 - b. Acceptability
 - c. Absence of errors or problems in the service or product
 - d. Customer satisfaction
 - e. Incorporation of enforceable performance standards
 - f. Identification of contract performance indicators
3. Establishes and implements statistical performance controls for providing methods to monitor and analyze performance. This includes internal government performance standards and/or benchmarks as well as contractor performance.
4. Reviews MSC Headquarters directorates and Area Commands QC Plans and QA Plans, making recommendations for improvement.
5. Introduces quality improvement through employee involvement and decision making. Existing value added strategies, such as Action Plus, are to include TQM implementation.
6. Promotes quality through incentives.
7. Acts as liaison with industry and unions concerning quality improvement issues. Solicits and reviews industry suggestions for improving the quality of products and services purchased.

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NQA (Cont'd)

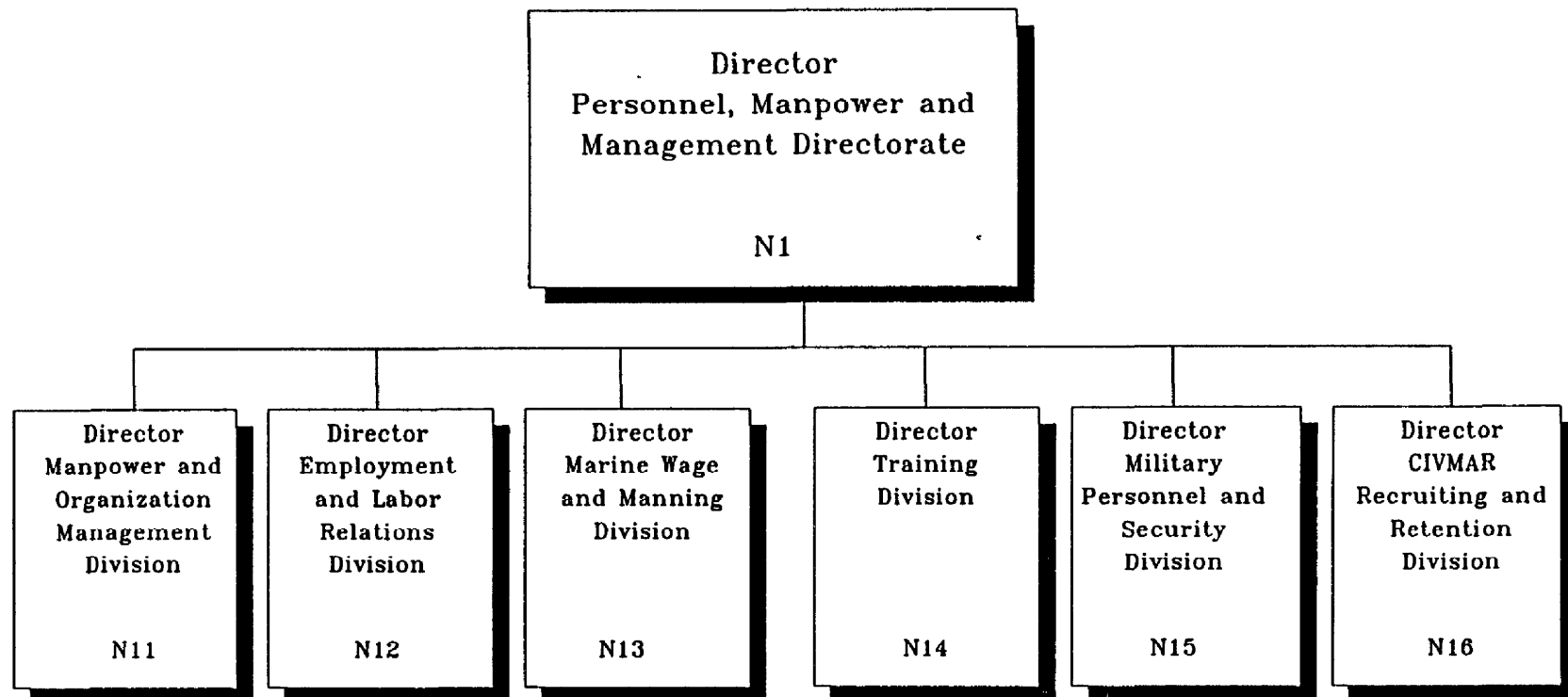
8. Provides overall management guidance to all Headquarters directorates, MSCCENTACT and Area Commands for implementation of quality management plans and programs.

9. Represents command on quality issues and participates in Department of Defense and Department of the Navy policy formulation and communicates/implements within command.



MILITARY SEALIFT COMMAND

PERSONNEL, MANPOWER & MANAGEMENT DIRECTORATE



MAY 18 1993

DIRECTOR, PERSONNEL, MANPOWER AND MANAGEMENT DIRECTORATE N1

Mission

To ensure the efficient and effective recruitment, retention and utilization of the Military Sealift Command (MSC) personnel through the development and administration of programs and policies for civilian and military personnel, manpower management, organization structure, commercial activities, damage control training and personnel and building security.

Responsibilities

1. Develops and administers MSC personnel policies and programs for civil service mariners.
2. Applies higher authority policy and program requirements in formulating shoreside MSC-wide civilian personnel programs, procedures and guidance. Develops implementing guidance tailored to unique MSC requirements. Assures that such programs and guidance conform to Department of Navy requirements and assures command-wide instructions or issuances on civilian personnel policy implementation are coordinated with Chief of Naval Operations prior to publication.
3. Provides direction to MSC military personnel administration program.
4. Advises higher authority via the chain of command of problems in implementing policies or programs. Requests guidance or assistance as appropriate. Recommends policies and program development or revision thereof based upon operational experience.
5. Reviews and evaluates effectiveness of personnel management within MSC through program guidance, planned staff visits and participation in command inspections. Initiates action to resolve specific civilian personnel management problems throughout MSC. Assistance is directed toward meeting fully acceptable levels of personnel program management and operation.
6. Represents the Commander Military Sealift Command (COMSC) in advising and counseling managers to assure understanding, acceptance and implementation of personnel policies, programs and procedures.
7. Advises COMSC concerning personnel matters and the impact of existing and proposed management actions on employee utilization and productivity. Evaluates major mission changes, new program requirements, etc., in terms of personnel management implications.

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N1 (Cont'd)

8. Provides fire fighting, damage control and chemical, biological and radiological defense training. Ensures inspections and portions of inspections associated with above training is conducted.

9. Plans and conducts management studies and management analysis programs to improve the MSC organization and operations ashore and afloat.

10. Establishes and implements a manpower analysis and control program to assure effective allocation and utilization of MSC military and civilian personnel allowances.

11. Establishes an effective MSC Headquarters physical security program covering personnel, buildings and classified materials.

12. Ensures proper coordination of personnel matters throughout the command, e.g., with Comptroller for budget and fiscal matters, with the Plans, Programs and Policy Directorate on mobilization, etc.

13. Participates in studies and conferences with representatives of Coast Guard, Maritime Administration, other Navy commands and government agencies and private organizations on matters under the Director.

14. In concert with the Deputy Equal Employment Opportunity Officer, assists in assuring that equal employment opportunity policies and actions are carried out throughout MSC.

15. Provides liaison with the Consolidated Civilian Personnel Office on personnel services and support for Headquarters and Central Technical Activity staff.

16. Resolves all personnel issues/problems concerning mariners on contract-operated or chartered ships. Coordinates such actions with the Contracts and Business Management Director.

30 JUL 1992

DIRECTOR, MANPOWER AND ORGANIZATION MANAGEMENT DIVISION

N11

Mission

To develop and direct the Military Sealift Command (MSC) manpower, organization management, position classification, position management, efficiency review, commercial activities and Defense Regional Interservice Support (DRIS) programs.

Responsibilities

1. Determines manpower requirements for military and civilian personnel ashore and afloat. Prepares manpower estimates and justification for Program Objective Memorandum and planning budget submissions. Develops and administers procedures for manpower controls and monitors manpower levels to ensure proper levels are maintained.
2. Develops and implements organizational concepts, policies and structures and reviews proposed organizational changes at COMSC and in the MSC Area Commands and the MSC Central Technical Activity. Conducts studies to resolve problems, impending MSC functional interfaces with the Department of the Navy, Department of Defense and other departments and agencies. Develops management plans to support new or changing missions, functions, programs, systems and technology.
3. Administers and monitors the position classification and position management programs; exercises classification authority as required; advises and assists management officials on classification and position management policy issues throughout MSC; provides training for managers in position classification and position management.
4. Administers the Shore Manpower Determination and Ship Manpower Determination program in MSC.
5. Develops plans and procedures for the effective implementation and administration of the Efficiency Review (ER) Program.
6. Coordinates the development of the manpower portion of MSC war, contingency and Six Year Force Plans.
7. Develops plans and procedures for the effective implementation and administration of the Commercial Activities Program.

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N11 (Cont'd)

8. Ensures effective implementation and administration of the DRIS Program.

9. Represents COMSC with Navy, Department of Defense and other agencies on matters relating to above responsibilities.

30 JUL 1992

DIRECTOR, EMPLOYMENT AND LABOR RELATIONS DIVISION

N12

Mission

To develop and administer all employment, labor-management and employee relations policies, procedures and programs for civilian personnel of the Military Sealift Command (MSC).

Responsibilities

1. Formulates and administers all employment programs and policies, ashore and afloat, including recruitment, merit promotion, reduction-in-force and special employment; interprets provisions of federal personnel regulations regarding employment related travel; advises and assists management officials on employment policy issues throughout MSC.

2. Develops and administers the Drug-Free Workplace Program for both ashore and afloat.

3. Administers the labor-management relations program of MSC including conducting direct negotiations and consultations with units having national recognition and advises subordinate commands during local negotiations.

4. Formulates and administers employee relations policies and programs such as discipline and adverse actions, appeals and grievances, including administering the adjudication of actions grieved or appealed from lower echelons; performance appraisals; compensation management (including administration and review of the MSC-wide Compensation Management Program); incentive awards (including processing suggestions having MSC-wide implications) and leave. Advises and assists management officials on employee relations policy issues.

5. Represents Commander, Military Sealift Command in contacts with Chief of Naval Operations, the Maritime Administration, the Office of Personnel Management and other agencies on employment, labor-management and employee relations.

DIRECTOR, MARINE WAGE AND MANNING DIVISION

N13

Mission

To develop and administer the Military Sealift Command (MSC) policies and programs covering civilian mariner pay and the manning levels of ships.

Responsibilities

1. Formulates, develops and administers pay plans and policies for the MSC civilian mariner workforce. Conducts surveys of the maritime industry and determines prevailing rates and practices. Advises which maritime pay policies and rates should be adopted and develops alternate rates and practices as appropriate.

2. Determines manning levels and position types for civil-service manned ships. Establishes manning level policies and procedures. Advises the Director, Contracts and Business Management Directorate on manning questions on chartered and contract-operated ships.

3. Performs analyses of personnel costs in contracts and bids for ship operation and charters. Advises the Director, Contracts and Business Management Directorate on marine pay. Coordinates with Comptroller on cost studies for operation of MSC ships with civil-service mariners.

4. Formulates, develops and administers policies governing uniforms, work clothes, subsistence and quarters for MSC civil-service mariners.

5. Represents the Commander, Military Sealift Command with Navy, Department of Defense, other government agencies and commercial entities on matters relating to these responsibilities.

30 JUL 1992

DIRECTOR, TRAINING DIVISION

N14

Mission

To plan, develop, implement, coordinate and administer effective Military Sealift Command (MSC) civilian training programs for civilian marine and staff personnel consistent with Office of Personnel Management (OPM), Department of Defense (DOD) and Navy policies and directives.

Responsibilities

1. Analyzes and identifies the training needs of MSC to meet organizational needs.
2. Coordinates the development and implementation of training policies and programs for civilian and military personnel assigned to MSC Headquarters, the MSC Central Technical Activity and Area Commands, ashore and afloat.
3. Reviews and coordinates training programs throughout MSC to ensure conformance with Commander, Military Sealift Command (COMSC) and Navy policies and objectives.
4. Provides training services for other government agencies and military personnel as directed or requested.
5. Represents COMSC in all liaison activities related to training with DOD, Navy, Maritime Administration, U.S. Coast Guard and international organizations, such as the Royal Fleet Auxiliary.
6. Reviews command budget requests for training funds, advises COMSC of estimated requirements for the annual budgets, and reviews training expenditures.
7. Reviews command training reports and inspection results to assess program status and effectiveness.
8. Plans, establishes and administers the MSC Damage Control Training Program to ensure all personnel are trained in the prevention, control and repair of ship damage and to protect personnel in hazardous situations.
9. Plans and develops a Chemical, Biological and Radiological Defense Training Program in conjunction with the MSC Damage Control Training Program.
10. Plans, establishes and administers a Small Arms Program to provide a self-defense capability to ships.

N14 (Cont'd)

11. Participates in preparing training requirements for Performance Work Statements for A-76 program ships and contractor operated ships. Assists in the evaluation of bids submitted in response to Request for Proposals.

12. Participates in Research & Development programs on shipboard equipment and system pertaining to all phases of shipboard activities, including navigation, engineering, damage control and communication.

13. Meets with various manufacturers and vendors who provide MSC with specific training in order to ensure that the MSC training requirements are met.

14. Reviews draft Department of the Navy directives for adequacies and to ensure that MSC training requirements are included.

15. Develops unique training programs in order to ensure that MSC training requirements are met.

DIRECTOR, MILITARY PERSONNEL AND SECURITY DIVISION

N15

Mission

To ensure proper administration of military personnel throughout the command. To implement policies for security of the Military Sealift Command (MSC) Headquarters and to promulgate policy on security measures for subordinate commands.

Responsibilities

1. Develops and administers a comprehensive military personnel program for the Commander, Military Sealift Command (COMSC).
2. Recommends and advises on military personnel requirements and assignments.
3. Prepares and submits reports on military personnel matters.
4. Prepares leave papers for military personnel attached to COMSC.
5. Advises on preparation and submission of Fitness Reports for all officers on the staff of COMSC, for MSC Area Commanders, for the MSC Central Technical Activity and for MSC Liaison Officers.
6. Prepares Staff Duty Officer and COMSC Staff Representative Watch Bills, and serves as COMSC Staff Duty Officer during normal working hours.
7. Administers the MSC Headquarters security program, covering personnel, building and classified material and serves as COMSC Security Manager. Oversees the management of security programs throughout MSC.
8. Arranges for investigations necessary for security clearances of military and civilian personnel of MSC Headquarters, and coordinates policies and procedures to ensure adequate security screening of MSC civilian marine personnel.
9. Serves as a permanent member of the MSC Security Board and maintains records of the Board.
10. Administers COMSC responsibilities in regard to the Industrial Security Program.
11. Acts as coordinator for the Personal Awards Program throughout MSC claimancy.

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N15 (Cont'd)

12. Serves collaterally as Command Military Legal Officer, Education Service Officer, Home Area Recruiter Program Manager, Voting Officer, Military Command Managed Equal Opportunity and Family Advocate Program representative.

30 JUL 1992

DIRECTOR, CIVMAR RECRUITING AND RETENTION DIVISION

N16

Mission

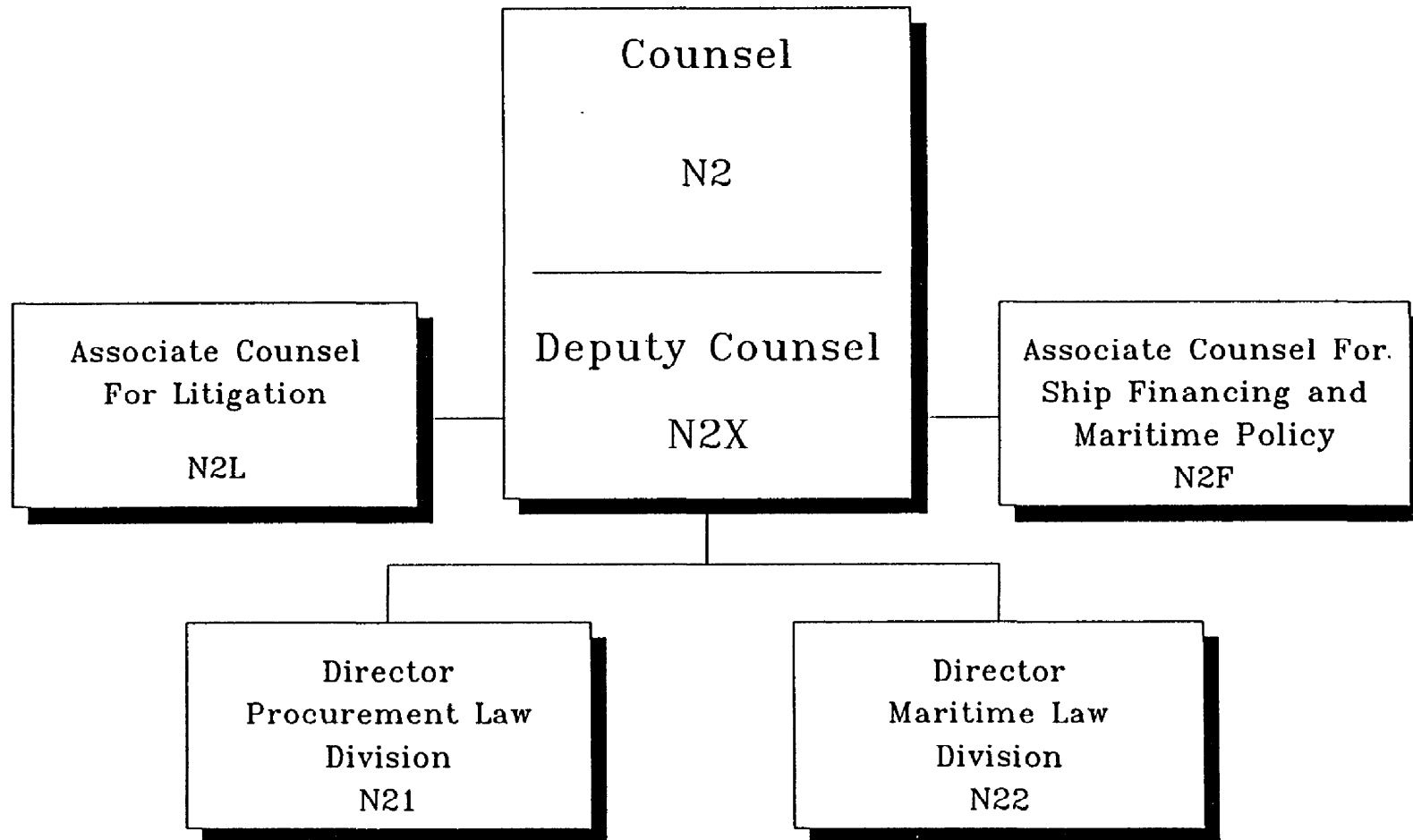
To develop and manage an overall program to ensure the recruitment and retention of quality civil service mariner personnel to man and operate Military Sealift Command (MSC) ships.

Responsibilities

1. Develops and administers a coordinated and effective nationwide recruitment program for civil service mariners.
2. Monitors Maritime Academy and other recruiting efforts.
3. Establishes and maintains contact with various recruitment sources (i.e., veterans organizations, military separation activities, select colleges and trade schools and state employment offices) to ensure continuous and maximum access to employment markets of quality personnel having the requisite experience, skills, talents of potential to be civil service mariners.
4. Manages and administers a coordinated and effective nationwide advertising program for civil service mariners.
5. Develops and administers a program to identify and monitor Quality of Life and other personnel issues which affect the recruitment and retention of civil service mariners.
6. Represents Commander, Military Sealift Command with Navy, Department of Defense, other government agencies and various recruitment sources outside the government.



MILITARY SEALIFT COMMAND COUNSEL



MAY 18 1993

COUNSEL

N2

Mission

To formulate, coordinate and administer the Military Sealift Command (MSC) general legal program on all matters pertaining to the accomplishment of the mission, policies and programs of the command; to serve as the primary command legal advisor in matters of business and commercial law, and the administration of MSC operations, including participation in the formulation of policies, plans and procedures.

Responsibilities

1. Supervises, coordinates and administers the activities of the Commander, Military Sealift Command (COMSC) legal staff and four Area Command legal offices in accordance with policies of the Department of Defense and Department of Navy.
2. Provides legal advice and services to COMSC in the areas of Government contract law, admiralty law, civilian personnel law, bankruptcy law, international law and environmental law.
3. Represents MSC in litigation before Federal Courts, State Courts, the Armed Services Board of Contract Appeals, the General Accounting Office, the Equal Employment Opportunity Commission, the Merit Systems Protection Board, the Federal Maritime Commission and all administrative tribunals.
4. Provides counsel on proposed legislation and Congressional testimony of MSC officials.
5. Reviews internal directives and correspondence for compliance with applicable laws and regulations.
6. Advises contracting officers in the award and administration of contracts, including the settlement of contract claims.
7. Administers the MSC protection and indemnity program, including approval of settlements of seamen's claims for injury arising out of employment on contract-operated ships.
8. Serves as liaison with the Department of Justice, the Department of Defense Office of Counsel, the Department of Navy Office of General Counsel, the General Accounting Office, the Office of Management and Budget, the Department of Transportation and other government agencies on legal matters affecting the operations of MSC.

30 JUL 1992

N2 (Cont'd)

9. Advocates the interests of MSC before the U.S. Coast Guard, the Maritime Administration and Federal and State Environmental Protection Agencies.

10. Acts as an advisor on the legal impact of maritime policy matters to the General Counsel, the Navy Secretariat and other senior Navy and Department of Defense executives.

11. Renders opinions on sovereign immunity and public vessel status of MSC ships and the applicability of international laws and conventions to the operation of private and common carriers on the high seas, and on the laws and regulations of particular governments that affect MSC as a ship operator and shipper.

12. Renders opinions, interpretations and legal counsel on the interpretation of Cargo Preference Statutes.

13. Serves, by direction of the Secretary of the Navy, as the MSC Designated Agency Ethics Official; provides and promulgates information on the Navy Standard of Conduct.

30 JUL 1992

DEPUTY COUNSEL

N2X

Mission

To participate with and assist Counsel in the mission of Counsel and to serve as Counsel in his absence.

Responsibilities

1. Supervises and administers the office; reviews and clears for presentation to Counsel all correspondence, briefs and other legal documents produced by the office.
2. Performs personally such assignments as may be made by Counsel in areas of major importance to the Military Sealift Command (MSC) or the office.
3. Makes and coordinates assignments to the staff.
4. Supervises and coordinates the technical aspects of the legal services rendered by attorneys in the Office of Counsel, MSC, and in the Offices of Counsel of the Area Commands.
5. Works directly with MSC Counsel in acting as liaison between the Office of Counsel and the various departments of the government with which the office of Counsel has liaison responsibility in legal matters, particularly with the Department of Justice, the General Accounting Office and the Judge Advocate General of the Navy.
6. Acts as an alternate for Counsel in connection with the latter's assignments to permanent committees or boards within MSC and serves as acting Counsel in the absence of Counsel.

Mission

To formulate, coordinate and administer a general legal program on matters pertaining to the procurement activities of the Military Sealift Command (MSC); to furnish legal advice, services and general counseling to MSC senior management, the contracting staff and others in MSC in connection with the legal aspects of government contracts, including disputes, claims and MSC contracting policy and procedures.

Responsibilities

1. Provides legal support and advice regarding the MSC purchase, lease and administration of supplies, services and ship repair contracts.
2. Provides legal services, guidance and direction to Commander, Military Sealift Command (COMSC) in pre-award matters, including solicitations, amendments, synopses and source selection decisions.
3. Represents COMSC before the General Accounting Office in bid protests under the Competition in Contracting Act.
4. Assists in the representation of COMSC in the Federal Courts and before the Armed Services Board of Contract Appeals in litigation. Areas of such contests concern, among others, ship repair litigation, general average, demurrage, cargo loss, salvage, collision claims, claims regarding patents and technical data violations, procurement protests and COMSC contracting policy.
5. Provides legal advice and support in the development of MSC Contract Management Review teams.
6. Provides liaison with the Defense Acquisition Regulatory Council.
7. Provides analysis of proposed legislation and other Congressional activities and furnishes appropriate advice and services as it relates to Government contract law.
8. Provides legal advice on the evaluation of and processing of contract claims, whether asserted by or against MSC.
9. Promulgates standard of conduct information and advise.
10. Reviews Judge Advocate General manual investigations.

30 JUL 1992

DIRECTOR, MARITIME LAW DIVISION

N22

Mission

To formulate, coordinate and administer a general legal program pertaining to all aspects of the acquisition and administration of common carrier and contract carrier services by the Military Sealift Command (MSC), and the bareboat chartering, time chartering and voyage chartering of vessels by MSC.

Responsibilities

1. Provides legal advice and Counsel to senior MSC management, contracting officers and other MSC staff on all aspects of the acquisition and administration of common carrier and contract carrier services by MSC, and the bareboat chartering, time chartering and voyage chartering of ships by MSC.
2. Provides legal support and advice and represents the Commander, Military Sealift Command (COMSC) before the General Accounting Office and maritime administrative tribunals, and in coordination with the MSC Associate Counsel (Litigation) before the Armed Services Board of Contract Appeals and Federal Courts, concerning matters relating to the ocean transportation of Department of Defense cargo and the chartering of ships for MSC.
3. Represents COMSC before the Federal Maritime Commission and advocates the Navy's interests before various other ocean transportation regulatory bodies e.g., the U.S. Coast Guard and the Maritime Administration.
4. Provides liaison with the Navy Judge Advocate General (JAG) International Law Division and Admiralty and Tort Division.
5. Provides legal support and advice concerning matters relating to admiralty law, international law, salvage laws, bankruptcy laws, the Privacy Act and the Freedom of Information Act.
6. Provides comments on proposed legislation and regulations of maritime matters which may have an impact on MSC activities.
7. Provides legal support and advice for the implementation of the Government's Commercial Activities program (A-76).
8. Provides liaison with the Department of Justice, Department of Navy Office of General Counsel, the General Accounting Office, the Office of Management and Budget and other government agencies on legal matters affecting the operations of MSC.

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N22 (Cont'd)

9. Provides legal support and advice concerning matters relating to fraud, waste and abuse and standards of conduct/ethics in the Federal Government.

10. Reviews Judge Advocate General manual investigations.

11. Provides standards of conduct advice and information.

30 JUL 1977

ASSOCIATE COUNSEL FOR SHIP FINANCING AND MARITIME POLICY

N2F

Mission

To formulate, coordinate and administer the planning for and procurement of services of commercial ships and operations, the administration of contracts and general counseling relating to build and charter, treaty interpretation and international law.

Responsibilities

1. Provides legal counsel advice and technical draftmanship necessary to implement build and charter, convert and charter, contract operation, ship overhaul and modification procurements, as these relate to the "Build and Charter" program.
2. Represents the Department of Navy in negotiations of major contracts for the services more particularly identified in the foregoing.
3. Provides counsel on all areas related to ship financing, leveraged leasing and the impact of subsidy financing on MSC procurements and operations.
4. Provides advice and assistance in interpretation of admiralty statutes and regulations, sovereign immunity and compliance with Federal laws, treaties and international agreements and analysis of their impact on MSC procurements and operations.
5. Provides advice to senior management personnel of the Navy, Department of Defense and other government agencies responsible for policy, administration and business decisions, and with senior management and legal representatives of private business on important and complex legal and business questions related to procurement and to the resolution of dispute against and by the Government.
6. Provides counsel to the command and assists MSC counsel and Deputy Counsel in areas relating to special admiralty and maritime legal matters, and ancillary legal matters of unusual complexity.

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ASSOCIATE COUNSEL FOR LITIGATION

N2L

Mission

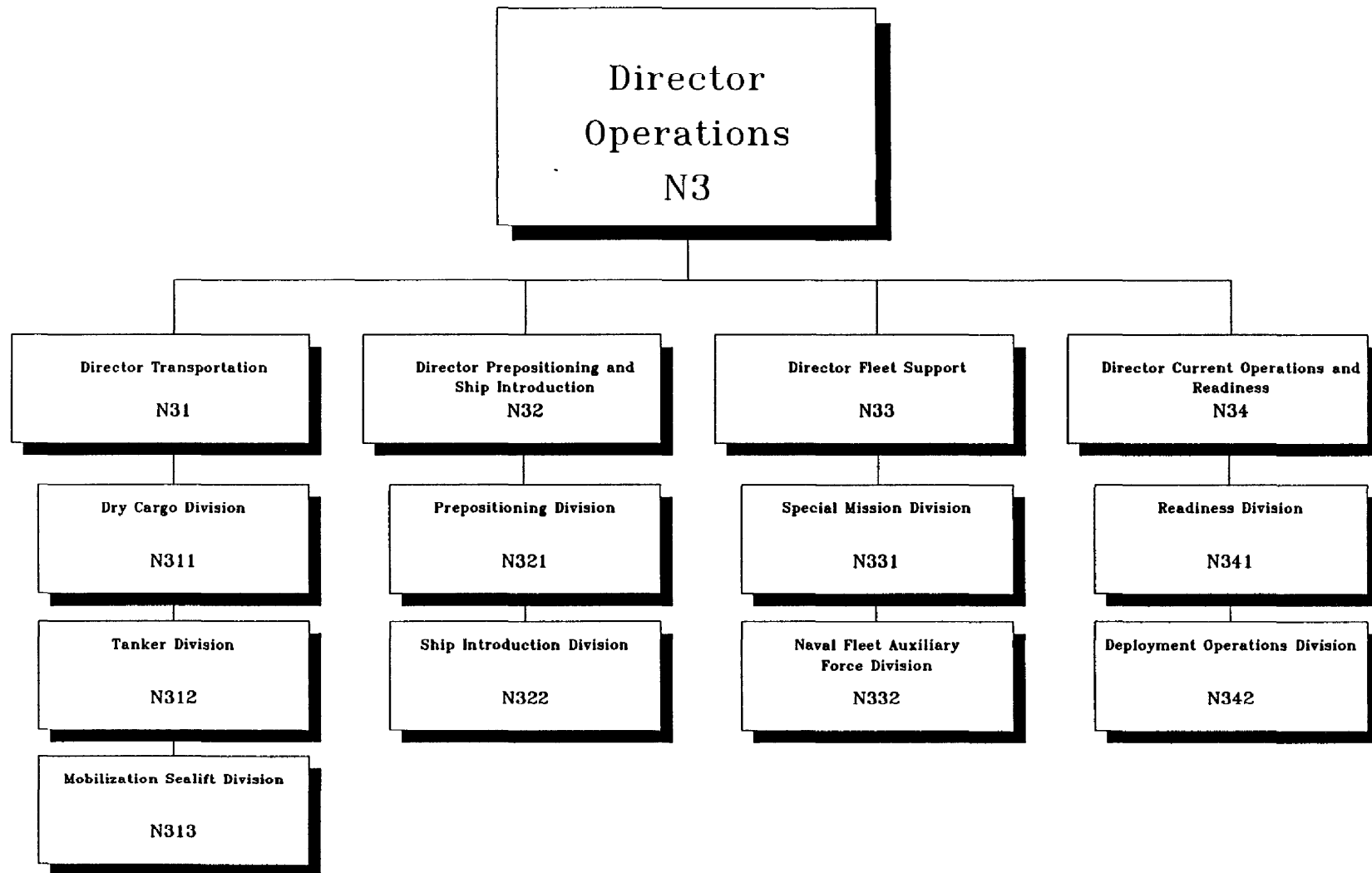
To ensure that the interests of the Navy are protected in all litigation arising out of Military Sealift Command (MSC) contracts and operations.

Responsibilities

1. Serves as the primary representatives of MSC in litigation arising out of MSC contracts and operations, including litigation before Federal and State Courts, Boards of Contract Appeal, the Merit Systems Protection Board, the Equal Employment Opportunity Commission, the Department of Justice Office of Legal Counsel, other administrative tribunals and in matters of arbitration.
2. Coordinates as necessary with the Navy General Counsel Central Office and Litigation Office, and the Department of Justice.
3. Supervises attorneys at MSC headquarters and Area Commands who are assisting in litigation matters.
4. Develops litigation strategies and approaches for both defensive and affirmative claims.
5. Coordinates MSC positions after consultation with MSC staff possessing expertise in the areas being litigated (e.g., contracts, engineering, personnel, comptroller, operations).
6. Directly assists Counsel and Deputy Counsel MSC in areas of special complexity and command interest, such as drug testing of mariners, personnel policies and environmental issues.
7. Provides legal advice and support concerning ancillary matters such as those relating to the Freedom of Information Act, Privacy Act, international law and bankruptcy law.
8. Provides legal support and advice concerning standards of conduct.
9. Reviews Judge Advocate General manual investigations.

MILITARY SEALIFT COMMAND

OPERATIONS DIRECTORATE



MAY 18 1993

30 JUL 1992

OPERATIONS OFFICER

N3

Mission

To develop and implement operating policies and procedures to ensure effective management of Military Sealift Command (MSC) strategic sealift forces in peacetime and mobilization; to exercise operational control of MSC sealift forces; to apply MSC sealift capability to meet Department of Defense requirements; to provide long-range sealift data for staff planning in determining operational readiness; to develop and conduct a program for mobile logistic support for U.S. and fleet operating forces by ships assigned to MSC for this task; to exercise administrative control over all Afloat Prepositioning Force, Naval Fleet Auxiliary Force and Special Mission ships plans, programs and appraisals; to exercise operational control over MSC ships not assigned to other commands; to exercise direction over all ship introduction programs; to oversee the operations of the MSC Command Center; to oversee the development, implementation and monitoring of programs designed to improve operational readiness of MSC ships; to monitor the operational readiness of all MSC ships.

Responsibilities

1. Advises COMSC on all matters of operations, policy, procedures and administration with respect to the accomplishment of the MSC mission.
2. Operates ships of the MSC nucleus fleet and ships acquired by MSC, and authorizes other acquired shipping space as necessary to provide ocean transportation of all duly authorized cargoes.
3. Ensures that MSC owned and/or controlled ships are scheduled and operated with maximum practicable efficiency and economy in space and ship utilization.
4. Adjusts MSC ship resources by acquisition of shipping from authorized sources or by disposition or lay-up of ships as required to conform to the level of requirements.
5. Develops effective peacetime operational plans and policies in coordination with appropriate staff personnel; reviews and makes recommendations on transportation aspects to MSC mobilization, war and emergency plans in coordination with the Plans, Programs and Policy Director.
6. Establishes and monitors operational readiness requirements and standards applicable to crew personnel of MSC ships in service (civil service manned) and ships in commission.

30 JUL 1992

N3 (Cont'd)

7. Establishes material standards for operational readiness; reviews matters pertaining to material deficiencies as they affect operational readiness and the lift capabilities of MSC ships; monitors material condition of, and coordinates necessary actions to improve, the material readiness of MSC ships.

8. Ensures effective operational design for new construction ships; manages the MSC shipbuilding program from conceptualization through completion, ensuring all sponsor and other required design requirements are met.

9. Coordinates staff action as required to ensure that all Afloat Prepositioning Force, Naval Fleet Auxiliary Force, Special Mission and transportation ships are operationally ready to meet all required tasking.

10. Prepares the operational procedures governing the billing of shipper services, collaborating with the Comptroller as necessary.

11. Represents COMSC, as directed, in matters pertinent to MSC ship operations.

12. Reviews and comments on the Navy's Research and Development programs as they apply to MSC operations.

13. Reviews the levying of transportation requirements upon the Office of Contracts and Business Management for the chartering/contracting of ships and of review and approval of all commercial shipping capability offered for charter/contract prior to procurement by the Contracting Officer to assure responsiveness to operational requirements.

14. Reviews the negotiating and execution of special agreements with the Maritime Administration (MARAD) or National Shipping Authority (NSA), as appropriate, governing conditions of use of MARAD or NSA ships while under MSC control.

15. Exercises and fulfills the function of operational management as necessary to ensure MSC meets all levied requirements for ocean lift or specialized oceangoing capability, including determining numbers and types of shipping capability to be used in fulfillment of the sealift mission.

16. Oversees Command Center operations and systems, including monitoring of operations and exercises, and coordination of command post exercises.

30 JUL 1992

N3 (Cont'd)

17. Maintains liaison with appropriate components of the Department of Defense, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, U.S. Transportation Command and other military commands and government agencies as required.

DIRECTOR, TRANSPORTATION

N31

Mission

To exercise operational control of the Military Sealift Command (MSC) strategic sealift force in peacetime and mobilization; apply MSC sealift capability to meet DOD requirements; develop and implement operating policies and procedures to ensure effective management of MSC sealift forces; provide long-range sealift data for staff planning in determining operational readiness; direct and coordinate the utilization and maintenance of the MSC sealift readiness capability to support contingency lift requirements, including provision of oversight of the management of the Ready Reserve Force Program by the Maritime Administration, planning and development of strategic sealift enhancement projects, coordination of the Sealift Readiness Program (SRP) and administration of MSC sealift assets in reduced operational status (ROS).

Responsibilities

1. Advises COMSC on operations matters affecting accomplishment of the MSC mission.
2. Operates ships of the MSC nucleus fleet and ships acquired by MSC, and authorizes other acquired shipping space as necessary to provide ocean transportation of all duly authorized cargoes.
3. Ensures that MSC-controlled ships are scheduled and operated with maximum practicable efficiency and economy in space and ship utilization.
4. Adjusts MSC ship resources by acquisition of shipping from authorized sources or by disposition or lay-up of ships as required to conform to the level of requirements, upon approval of COMSC.
5. Develops effective peacetime operational plans and policies in coordination with appropriate staff personnel; reviews and makes recommendations on transportation aspects of MSC mobilization, war and emergency plans in coordination with the Plans, Programs and Policy Directorate.
6. Establishes material standards for operational readiness and reviews matters pertaining to the Ship Alteration and Improvement Program as they affect operational readiness and the lift capabilities of MSC ships.
7. Determines material and personnel requirements for special projects and non-routine operations.

N31 (Cont'd)

8. Coordinates staff action as required to ensure that transportation ships are ready for their scheduled operations.

9. Prepares the operational procedures governing the billing of shipper services, collaborating with the Comptroller as necessary.

10. Represents COMSC, as specifically directed, in matters pertinent to MSC ship operations.

11. Reviews and comments on the Research and Development Program regarding operations matters.

12. Ensures effective action by Division Directors in matters under their responsibility pertaining to safety.

13. Reviews the levying of transportation requirements upon the Contracting Officer for the chartering/contracting of ships and of review and approval of all commercial shipping capability offered for charter/contract prior to procurement by the Contracting Officer to ensure responsiveness to operational requirements.

14. Reviews the negotiating and executing of special agreements with MARAD or NSA, as appropriate, governing conditions of use of MARAD or NSA ships while under MSC control.

15. Exercises and fulfills the function of operational management as necessary to ensure meeting all requirements levied upon MSC for ocean lift or specialized oceangoing capability, including determining numbers and types of shipping capability to be used in fulfillment of the sealift mission.

16. Manages the Fast Sealift Ship program including operational oversight, utilization, layberthing and contracts for operations.

17. Oversees the coordination with other commands and agencies, in support of the Ready Reserve Force (RRF) and the National Defense Reserve Fleet, including monitoring the readiness posture of the RRF.

18. Oversees the mobilization readiness of lift assets in RRF like status in the custody of the Maritime Administration.

19. Administers command activities related to the identification and acquisition of strategic sealift enhancement features for merchant shipping.

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N31 (Cont'd)

20. Identifies requirements for strategic sealift to support contingency lift and operational profile requirements.

21. Plans and directs MSC and interagency activities in support of wartime mobilization of strategic sealift.

22. Directs coordination of the Sealift Readiness Program within MSC and other agencies, including improvements and revisions to the program and publication of annual status reports.

23. Develops and coordinates command policy involving the transition of peacetime transportation operations to contingency/wartime operations.

24. Develops and coordinates command policy and procedures for acquisition of shipping assets in wartime/contingencies through the NSA.

25. Provides transportation in support of field training exercises.

DIRECTOR, DRY CARGO DIVISION

N311

Mission

To plan, initiate action and provide ocean dry cargo transportation to meet the requirements of DOD. To ensure that ocean lift capability is employed with maximum efficiency and economy, consistent with policies of the Secretary of Defense and Commander, Military Sealift Command (COMSC) and is in accordance with priorities established by the Joint Chiefs of Staff. To compile and maintain information on availability of fleet and merchant ships for Military Sealift Command (MSC) use. To initiate procurement action for dry cargo ships from both private and other than private sources for assignment to or use of MSC, as directed. To advise on certain maritime matters.

Responsibilities

1. Coordinates the development and implementation of ocean movement aspects of integrated, intermodal transportation systems initiated by MSC or other DOD activities and manages assigned operational functions of the established ocean transportation portion of such systems.
2. Coordinates assignment of dry cargo sealift capability to satisfy operational requirements received from the shipper services and represents COMSC in such matters as directed.
3. Controls the deployment and operation of dry cargo ships in the service of MSC and the deployment of MSC-controlled ships to effect the most efficient and economical use of available shipping in accordance with established policies and priorities.
4. Arranges for all movements of dry cargo regardless of ship type in which such movements are to be made; makes recommendations or takes action to improve utilization of ships and shipping space as appropriate.
5. Recommends acquisition or reduction of dry cargo ships to correspond with lift capabilities needed to accomplish shipping requirements and contingency responsibility.
6. Reviews ship operations, reports of inspections and other reports reflecting material condition and status of training on dry cargo controlled ships.
7. Advises the Transportation Director on need for alteration of dry cargo ships and acquisition of new ships of different types.

N311 (Cont'd)

8. Plans and coordinates the strategic mobility of dry cargo operations in a contingency in a worldwide arena.

9. Participates in the preparation of MSC emergency, war and long range peacetime plans and in budget matters of the Transportation Directorate.

10. Administers matters concerned with cargo security, damage, pilferage and stowage in ships and actions taken to correct unsatisfactory conditions.

11. Places upon the Contracts and Business Management Directorate specific requirements for the chartering/contracting of dry cargo ships and passenger ships; reviews all commercial shipping capability offered for charter/contract prior to procurement by the Contracting Officer.

12. Initiates COMSC action and maintains liaison with appropriate government and foreign agencies in connection with annual polar operations.

13. Plans and coordinates with CNO staff the utilization of support sealift for polar operations.

14. Controls the deployment and operation of ships in the Prepositioning Force, Maritime Prepositioning Ships (when operational), Fast Sealift Ships, Auxiliary Lighterage Ships, Aviation Logistics Support Ships, Auxiliary Crane Ships (when operational) and other related programs.

15. Manages the Fast Sealift Ship Program, to include matters of readiness, utilization and operation and layberth contracts.

16. Coordinates with JCS, CINCs, MTMC and other agencies the long-range requirements and near term planning and execution of shipping for JCS and other field training exercises (FTXs).

HEAD, CARGO SHIP OPERATIONS BRANCH

N3111

Mission

To meet cargo lift requirements efficiently and economically by effectively directing the employment and operations of all Military Sealift Command (MSC) controlled dry cargo ships, excluding specialized ships exclusively dedicated to specific programs. To initiate procurement action for ships from both private and other than private sources for assignment to or use of MSC, as directed and advise on certain maritime matters.

Responsibilities

1. Exercises management control over the operational functions of moving DOD cargo via special contract service (e.g., COOL BARGE). Evaluates shipper service requirements and recommends procurement action.
2. Maintains liaison with the shipper services to ascertain cargo availability and readiness for shipment and advises on cargo positioning desirable to MSC on the basis of practicality and economy insofar as ship capability is concerned. Recommends adjustments in positions of ships to meet changes in shipper service requirements.
3. Manages the MSC portion of the solid fuel transportation program covering the movement of coal from CONUS to Northern Europe. Recommends the chartering of bulk carriers to meet solid fuel requirements and coordinates with the U.S. coal suppliers to ensure effective ship scheduling and assignment of ship holds for mixed coal loads. Promulgates a weekly coal ship schedule.
4. Receives requirements and specifications for ocean tows and arranges for necessary capability to accomplish the tows.
5. Manages the MSC Ship Loading Characteristics Pamphlet (SLCP) Program.
6. Serves as MSC Headquarters point of contact for all surface passenger lifts onboard MSC controlled ships.
7. Maintains and publishes active ship operational data and determines/evaluates current and future worldwide availability of MSC controlled dry cargo ships.
8. Reviews proposed employment of cargo ships by subordinate commands; recommends or takes appropriate action to improve ship utilization.

N3111 (Cont'd)

9. Recommends specific ships to be employed for special lifts as proposed by MSC commands or the shipper services and as determined by COMSC.

10. Coordinates with other directorates of COMSC on repair, supply and administrative matters concerning dry cargo controlled ships.

11. Recommends dry cargo ships to be placed in reduced operational status or ready status, or to be inactivated, redelivered or transferred between Area Commands as dictated by requirements.

12. Recommends dry cargo ships to be chartered or requests their charters to be extended. Requests ships to be activated or otherwise acquired or ships to be removed from reduced operational status to meet current and/or future needs.

13. Evaluates proposed improvements to dry cargo ships' characteristics or special fittings for the purpose of ensuring economical and operational use.

14. Recommends changes in policy, organization or procedures relative to cargo operations.

15. Exercises management control over the operational functions of moving DOD cargo via intermodal transportation systems in MSC controlled ships and recommends or takes appropriate action to improve container utilization.

16. Maintains operational data on MSC controlled container systems, and determines/evaluates current and future worldwide availability of MSC-controlled container systems.

17. Makes recommendations on certain merchant marine matters such as desirability of approving the transfer of U.S. flag ships to the National Defense Reserve Force or to be scrapped.

18. Initiates necessary action to effect temporary or permanent assignment of dry cargo ships from other than private sources to MSC and reassignment from MSC to the Maritime Administration or Navy.

19. Serves as member of the Quarantine Enforcement Committee of the Armed Forces Pest Control Board; keeps current and advises MSC Area Commands of changes in quarantine procedures.

DIRECTOR, FAST SEALIFT SHIP/FIELD TRAINING EXERCISES BRANCH N3112

Mission

To administer and coordinate MSC support of the JCS Field Training Exercise (FTX) and the Fast Sealift Ship (FSS) programs.

Responsibilities

1. Represents COMSC at DOD FTX planning conferences. Nominates ships to participate in specific FTXs based on projected cargo requirements, availability dates and economic consideration.
2. Coordinates with Area Commanders regarding activation of FSS's for FTX participation. Coordinates with CNO and MARAD regarding activation of ships in the Ready Reserve Force (RRF) for FTX participation.
3. Initiates requirements to the Contracts and Business Management Director for the procurement of shipping assets to meet FTX requirements. Participates in the operational evaluation of commercially available shipping services to meet FTX requirements.
4. Administers all aspects of the FSS program including layberthing, operational readiness and FTX participation. Coordinates with the Contracts and Business Management Director, Engineering Director and contractors regarding operating contract and layberth matters.
5. Conducts shipboard inspections and surveys of FSS and RRF ships activated for FTXs, as required to ensure operational readiness.
6. Maintains liaison with the maritime industry, DOD commands/agencies and other governmental activities regarding JCS exercise program and the FSS strategic sealift program.
7. Evaluates and formulates MSC policy in support of the JCS Joint FTX program.

Mission

To determine the amount and type of sealift capability required to accommodate projected dry cargo transportation requirements of DOD; evaluate the effectiveness of completed cargo operations and develop policies and procedures for determining the most effective employment of cargo sealift capability. To analyze and provide recommendations on dry cargo fleet capability to respond to contingency requirements. To maintain statistical information on U.S. flag and effective U.S. controlled merchant ships. To serve as technical advisor on policies and procedures developed within DOD on matters pertaining to the Standard Transportations Systems.

Responsibilities

1. Compiles forecasts of short-range and long-range dry cargo lift requirements received from the shipper services; reviews these forecasts in relationship to Military Sealift Command (MSC) projected lift capability and ship assignment; reviews changes to planned lifts and recommends changes in planned ship assignments to meet revised requirements.

2. Compiles for budget purposes, shipper service projected dry cargo transportation requirements in advance of each fiscal year, and estimates and recommends types of capability required to fulfill such estimates; coordinates results with the Comptroller for budgetary and fiscal considerations.

3. Evaluates the accuracy of short/long-range shipper service forecasts; provides reviews of ammunition, special cargo and other requirements that impact greatly on utilization of MSC dry cargo ships.

4. Prepares studies of past and projected operations for evaluation of program effectiveness and dry cargo fleet readiness; keeps the Division Director advised of trends which affect operations.

5. Coordinates with the Command, Control Communications and Computer Systems Directorate in the development, utilization and application of automatic data processing systems applicable to the division.

6. Participates, as directed, in the preparation of MSC emergency, war and long-range peacetime and contingency plans relating to dry cargo operations.

N3113 (Cont'd)

7. Develops monthly dry cargo ship information input for COMSC presentations to the Joint Transportation Board of the Joint Staff.

8. Supervises and monitors the MSC Cargo Ship Location and Utilization Subsystem (CALSTAT) with the Command, Control, Communications and Computer Systems Directorate.

9. Participates in and assists maritime study groups and provides special data as required.

10. Develops intermediate and long-range ship assignments to fulfill requirements for Joint Chiefs of Staff (JCS) directed and JCS coordinated military exercises and coordinates with the MSC Comptroller for ocean transportation of military exercises.

11. Analyzes and coordinates ocean transportation aspects of the DOD integrated, intermodal transportation systems and recommends new or modified ocean transportation policies and procedures to improve these systems.

12. Maintains, updates and promulgates the Merchant Ship Register (MSC P504) showing the inventory and principal characteristics of U.S. flag ocean-going merchant ships, including those in the National Defense Reserve Fleet. Maintains an inventory of U.S. controlled ships.

DIRECTOR, TANKER DIVISION

N312

Mission

To operate the tankers of the Military Sealift Command (MSC) fleet and tankers/bulk Petroleum, Oil & Lubricant (POL) carriers acquired by MSC. To arrange for tanker space in commercial shipping to meet the bulk POL lift requirements of DOD and Department of Energy (Strategic Petroleum Reserve) with maximum efficiency and economy. To recommend adjustments in the MSC lift capability to conform to bulk POL lift requirements and keep the Transportation Director informed in these matters.

Responsibilities

1. Determines tanker requirements to meet bulk POL lift requirements received from authorized sources and arranges for shipment in accordance with policies and priorities of COMSC.
2. Exercises program management control over the movement and scheduling of all MSC-controlled tankers.
3. Determines the need for and advises on the procurement of privately-owned tanker(s) or of space in privately-operated tankers for single voyage charters.
4. Provides short/long-range plans relative to the MSC tanker force to improve upon tanker effectiveness for worldwide resupply or floating storage.
5. Recommends long-term acquisition of tankers and arranges for POL lifts in MSC force tankers to meet MSC POL lift requirements.
6. Recommends prompt reduction of lift capabilities to correspond to reductions in lift requirements and offerings.
7. Advises on improvements to operations or the acquisition of new tankers.
8. Serves as point of operational contact with tanker operators.
9. Participates in the preparation of MSC war, emergency and long-range peacetime planning of Sealift (tanker) resupply.
10. Participates in the support of the Transportation Director in budget matters.

N312 (Cont'd)

11. Reviews ship inspection and other reports reflecting the material condition and status of MSC tankers and makes recommendations for improvement.

12. Develops and directs the implementation of plans, policies and procedures for effective accomplishment of the mission; takes necessary action to improve procedures and controls; ensures that MSC tanker operations are conducted in accordance with command instructions.

13. Exercises delegated coordination authority of the Transportation Directorate as required to accomplish special tasks assigned.

14. Places upon the Contracts and Business Management Directorate specific requirements for the chartering/contracting of ships; evaluates operational aspects of commercial shipping capability offered for charter/contract prior to procurement by the Contracting Officer.

15. Recommends periodic inspections of tankers in MSC service to ensure proper operations, upkeep and maintenance.

16. Acts as liaison with Defense Fuel Supply Center (DFSC). Attends and participates in weekly meetings with Commander, DFSC. Advises Transportation Director of matters relevant to COMSC.

17. Assists the Transportation Director in liaison with CNO (N42) on matters pertaining to tanker operations.

18. Acts as liaison with Department of Energy, Petroleum Management Office (PMO), New Orleans. Participates in quarterly conferences as the senior MSC Representative.

19. Develops and directs implementation of systems and procedures to evaluate tanker contractor performance under terms of respective contracts.

20. Provides training and knowledge of tanker operations to staff, Naval reservists and to the staffs of other cognizant DOD agencies.

Mission

To direct the employment of ships making up the Military Sealift Command (MSC) bulk POL cargo-carrying capability programs so as to satisfy shipper service requirements for POL sea transportation.

Responsibilities

1. Exercises direct operational control over all tankers assigned to or chartered by MSC except such tankers as may be assigned to the operational control of subordinate commanders. In the case of tankers assigned to subordinate commands, monitors the employment and utilization of these ships.
2. Receives and processes short-range POL lift requirements from Shipper Services via the Defense Fuel Supply Center (DFSC).
3. Prepares schedules, routing instructions, diplomatic clearances and sailing orders; plans cargo loading; initiates action to provide for assistance by subordinate commanders and civilian tanker operators in the operation of individual tankers; and assigns cargoes to ships to permit preparation of loading plans. Maintains employment and utilization records.
4. Exercises control over ship use, including movement, delay and product contamination, reports on same and initiates corrective action as required.
5. Prepares estimates of tanker fleet capability on a monthly basis.
6. Initiates requests for voyage-chartered tankers required; approves of tankers offered and, in the interest of economy, initiates release action to reduce capability, where required.
7. Determines with DFSC and with Department of Energy, Strategic Petroleum Reserve Office, as appropriate, the breakdown of requirements into cargoes by source, destination and quantity.
8. Maintains liaison with government agencies and commercial concerns as necessary.
9. Recommends ships for special projects.
10. Participates in planning for deployment under combat conditions.

N3121 (Cont'd)

11. Schedules the handling of MSC POL cargoes by fleet ships.
12. Provides tankers for temporary assignment to fleet commands as directed by the Chief of Naval Operations.
13. Advises with respect to maximum utilization and efficient operation of MSC-controlled tankers and assists in advance planning.
14. Maintains liaison with the Engineering Director to economically and effectively schedule overhauls of government-owned tankers.
15. Monitors performance of tankers and advises the Contracts and Business Management Directorate of lost time, excessive delays or poor performance.

HEAD, CONTRACT ADMINISTRATION BRANCH

N3122

Mission

To manage Tanker Division administrative efforts and evaluate and report performance of all tankers against contractual terms and/or warranties. To determine demurrage or performance penalties to the contractor. To document fuel consumption and speed performance. To monitor, evaluate, report and conduct trend analysis of vessel port performance with respect to laytime provisions and total port turnaround.

Responsibilities

1. Manages Tanker Division administrative efforts to evaluate and report performance of all tankers (Contract Operated, Time Chartered and Voyage Chartered) against contractual terms and conditions to ensure terms are met.
2. Determines demurrage or performance penalties to the contractor based on operating results versus contractual requirements and contractor warranties.
3. Documents and recommends off-hire periods. Establishes control and reporting procedures to promptly identify instances of off-hire situations or contract deductions.
4. Determines, evaluates, monitors and reports tanker's speed performance as stipulated under contract warranties.
5. Monitors, evaluates, reports and conducts trend analysis of tanker vessel port performance with respect to contractual laytime versus actual results of port performance.
6. Periodically reviews tanker port costs and expenses with respect to certification for payment under the terms of contracts.
7. Analyzes and evaluates incoming data from tanker operations/cargo movements ensuring that proper reporting format is being used.
8. Participates in the development of tanker contractual documents such as operating contracts and charter parties.
9. Develops cargo loss claims arising from loss, contamination, comingling where directly attributable to vessels' lack of due diligence, casualty and/or unseaworthiness. Coordinates, where applicable, cargo claims and other types of claims with the Defense Fuel Supply Center (DFSC) and other MSC activities.

N3122 (Cont'd)

10. Reviews contractual changes/modifications effecting tanker operations. Coordinates activities, where appropriate, with the Contracting Division or DFSC. Participates, as directed, in the evaluation of tanker procurements.

11. Annually coordinates with DFSC to obtain projected lift requirements. Evaluates and converts data to depict POL lift requirements by load-discharge ports, determines workload and force size required to develop the command's tanker budget.

DIRECTOR, MOBILIZATION SEALIFT DIVISION

N313

Mission

To direct and coordinate the utilization and maintenance of the Military Sealift Command (MSC) sealift readiness capability to support contingency lift requirements, including expansion of the MSC strategic sealift capability, development of new capabilities to support contingency lift requirements, planning and development of strategic sealift enhancement projects and administration of MSC sealift assets in reduced operational status (ROS); coordinate and direct new programs to acquire (buy or charter) additional strategic sealift assets; administer the Ready Reserve Force (RRF)-like assets in custody of the Maritime Administration and coordinate programs and agreements to obtain expansion assets.

Responsibilities

1. Maintains the mobilization readiness of lift assets in RRF-like status under the custody of the Maritime Administration.
2. Administers command activities related to the identification and acquisition of strategic sealift enhancement features for merchant shipping.
3. Identifies requirements for strategic sealift to support contingency lift and operational profile requirements.
4. Plans and directs MSC and interagency activities in support of wartime mobilization of strategic sealift.
5. Administers and coordinates all actions in support of MSC strategic mobility lift assets being maintained in RRF-like status.
6. Directs and coordinates with other MSC directorates and other commands and agencies, the requirements for the acquisition of shipping to expand MSC strategic lift capacity to support cargo lift.
7. Directs and coordinates with other MSC directorates and other commands and agencies, the Auxiliary Crane Ship Program including the ship charter requirements to support establishment of this capability.
8. Acts as MSC representative for coordination with other commands and agencies for the procurement of merchant ship enhancement features, including lash lift beams and other equipments.

N313 (Cont'd)

9. Acts as MSC representative for coordination with other commands and agencies in support of Joint Logistics Over the Shore and associated subprograms, including ship charter requirements.

10. Acts as the MSC representative for coordination with other commands and agencies, in support of the RRF and the National Defense Reserve Fleet Program, including monitoring the readiness posture of the RRF.

11. Directs and coordinates with other MSC directorates, other commands and agencies, the Sealift Readiness Program, including coordinating improvements and revisions to the existing program and biannual status reports.

12. Develops and coordinates with other MSC directorates, other commands and agencies, command policies and positions in planning areas involving the transition of peacetime transportation operations to contingency/wartime operations. This responsibility includes working level participation at various organizational meetings including the Joint Surface Movements Board.

13. Develops and coordinates with other MSC directorates, other commands and agencies, MSC policies and procedures relating to the acquisition of shipping assets in wartime/contingencies through the National Shipping Authority, excluding the implementation of the procedures and operational control of the acquired assets.

DIRECTOR, PREPOSITIONING AND SHIP INTRODUCTION

N32

Mission

To develop and implement operating policies and procedures to ensure effective management of Military Sealift Command (MSC) preposition assets; provide direction over all plans, programs and appraisals involving ships of the prepositioning force; provide direction over all ship introduction programs.

Responsibilities

1. Advises COMSC in all matters of operations, policy, procedures and administration with respect to the responsibilities of the directorate.
2. Maintains continuous liaison with the Plans, Programs and Policy Director with respect to all operational matters involved in the development of contingency, mobilization and long range force plans, including new ship construction and ship replacement programs; effects liaison with ship operators/owners in matters relating to improvement in operational performance and characteristics of ships.
3. Maintains liaison with appropriate components of the Department of Defense, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, the U.S. Transportation Command and other military commands and government agencies as required.
4. Oversees the management of the Ship Introduction Program.
5. Represents COMSC, as directed, at conferences and on committees in matters relating to ship prepositioning and ship introduction.

18 MAY 1993

DIRECTOR, PREPOSITIONING DIVISION

N321

Mission

To initiate, develop and establish Military Sealift Command (MSC) policies and procedures governing the readiness of the Afloat Prepositioning Force (APF), which is comprised of Maritime Prepositioning Ships (MPS), Prepositioning ships (PREPO), Hospital ships (T-AH) and Aviation Logistics Support ships (T-AVB); to provide staff supervision for the planned employment of these assets and to administer, coordinate and direct all functions pertaining to their operation and use.

Responsibilities

1. Develops, implements and administers all policy, procedural and operational functional with respect to the APF and other assigned sealift programs.

2. Maintains liaison and collaborates with the Department of Defense, Joint Staff, Office of the Chief of Naval Operations, other military services and government agencies on all matters pertaining to APF and other assigned sealift programs. Represents the COMSC at conferences concerned with such matters.

DIRECTOR, SHIP INTRODUCTION DIVISION

N322

Mission

To plan and coordinate utilization of Military Sealift Command (MSC) resources in the management of ship introduction efforts.

Responsibilities

1. Manages, coordinates and controls all phases of work related to MSC ship acquisition projects.
2. Serves as principal advisor to the Director of Operations on all MSC ship acquisition projects.
3. Manages all aspects of new ship concepts, equipment applications and proposed ship characteristics and systems to ensure that they are fully integrated with MSC operational procedures, directives and policies and that related logistic support requirements are recognized and provided.
4. Establishes agreements, as appropriate, with all participating organizations including the Naval Sea Systems Command, Supervisors of Shipbuilding Conversion and Repair, Naval Board of Inspection and Survey, Maritime Administration, U.S. Coast Guard, American Bureau of Shipping and various program sponsors.
5. Identifies major milestones, establishes an acquisition schedule of all significant MSC actions, monitors and reports on progress of all acquisition efforts.
6. Coordinates the efforts of other MSC codes in support of ship acquisition projects.
7. Ensures that the command is represented during builders and acceptance trials and takes appropriate actions to ensure that both contractor and government-responsible deficiencies are corrected prior to expiration of the warranty or Ship Construction Navy funding periods.
8. Develops the MSC ship acquisition support activity budget.
9. Provides assistance to the Contracting Officer in the development of documents relating to ship acquisition projects, layberth and contract operation Request for Proposals.

DIRECTOR, FLEET SUPPORT

N33

Mission

To develop and implement operating policies and procedures to ensure effective management of Military Sealift Command (MSC) fleet support assets; to exercise direction over all plans, programs and appraisals involving Naval Auxiliary Force ships, special mission ships and Hospital ships.

Responsibilities

1. Advises the COMSC in all matters of operations, policy, procedures and administration with respect to the responsibilities of the directorate.
2. Maintains management control over requirements placed on the Contracts and Business Management Director for the chartering or contracting of ships involved in fleet support operations; reviews all commercial shipping capability offered for charter/contract for use in a fleet support role prior to procurement by the Contracting Officer to ensure responsiveness to the sponsor's requirements.
3. Organizes, directs and supervises special projects and programs of broad scope and technical complexity involving MSC Fleet Support ship and Special Mission ship operations.
4. Maintains liaison with appropriate components of the Department of Defense, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, U.S. Transportation Command and other military commands and government agencies as required.
5. Develops policy recommendations for current and future fleet support requirements through analysis of developing trends in fleet support. Formulates these recommendations into defensible programs substantiated by cost and service analysis and obtains acceptance of these programs within the government.
6. Represents COMSC, as directed, at conferences and on committees in matters relating to fleet support.

DIRECTOR, SPECIAL MISSION DIVISION

N331

Mission

To initiate, develop and establish Military Sealift Command (MSC) policies and procedures governing the employment of Special Mission ships; to provide staff supervision for the operation of these assets and to administer, coordinate and direct all functions pertaining to their operation and use.

Responsibilities

1. Assists in all technical and administrative functions and in management of all Special Mission ship activities. This includes the development, implementation and administration of all policy, procedural and operational functions involving the support of oceanographic research, hydrographic survey, undersea surveillance, missile telemetry collection, space/satellite tracking and other missions as assigned.
2. Prosecutes all matters pertaining to development, improvement and conduct of MSC support of sponsor mission requirements; coordinates all staff actions relating to such matters.
3. Coordinates and supervises the collection, analysis and dissemination of Special Mission ship schedules in accordance with Chief of Naval Operations (CNO) directives and MSC policy.
4. Maintains liaison and collaborates with the Department of Defense, Joint Staff, Office of the Chief of Naval Operations, other military services, U.S. Coast Guard and other government agencies on all matters pertaining to Special Mission support; represents COMSC in Navy, Joint and allied conferences concerned with such matters.
5. Provides operational requirements for design of new construction Special Mission ships.
6. Negotiates with other government agencies for Special Mission ship utilization.
7. Initiates and develops efficient and economical operational and administrative policies and procedures in support of sponsor missions; keeps informed of the performance and conditions in MSC Special Mission ships.
8. Determines the feasibility of and advises on acquisition of available government and non-government shipping assets and associated equipment to meet Special Mission requirements.

N331 (Cont'd)

9. Monitors and evaluates the performance, material condition and operational readiness of Special Mission ships.

10. Establishes effective liaison with government agencies having Special Mission ship requirements. Analyzes information from other government agencies to determine special project requirements and initiates appropriate responses. Promotes the awareness of MSC Special Mission capabilities with other government agencies.

11. Devises and applies scientific methodology and techniques to the requirements of Special Mission operations.

12. Places upon the Contracts and Business Management Director specific requirements for the chartering/contracting of Special Mission ships; reviews all commercial shipping capability offered for charter/contract prior to procurement by the Contracting Officer.

13. Plans for, supervises and directs the functions and personnel of the division.

DIRECTOR, NAVAL FLEET AUXILIARY FORCE DIVISION

N332

Mission

To initiate, develop and establish Military Sealift Command (MSC) policies and procedures governing the employment of fleet support ships; to provide staff supervision for the operation of these ships and to administer, coordinate and direct all functions pertaining to their use and operation.

Responsibilities

1. Assists in all technical and administrative functions and in the management of all fleet support activities. This includes the development, implementation, evaluation and administration of all policy, procedural and operational functions involving the conduct of underway logistics support and ocean surveillance to the operating forces of the U.S., allied fleets and all other fleet support missions assigned to MSC; coordinates all staff inputs related to fleet replenishment matters.

2. Maintains liaison and collaborates with the Department of Defense, Joint Staff, Office of the Chief of Naval Operations, other military services, Maritime Administration and other government agencies on all matters pertaining to maritime underway logistic support; represents COMSC at Navy, Joint and allied conferences concerned with such matters.

3. Advises on design of new construction Naval Fleet Auxiliary Force ships.

4. Advises on acquisition of new or supplementary shipping and equipment to meet fleet replenishment and ocean surveillance requirements.

5. Advises on proposed replenishment-related modifications and national defense features to existing ships and those planned, acquired or assigned, for replenishment purposes.

6. Advises on the feasibility of adapting various types and classes of merchant ships for fleet support use.

7. Monitors the performance and operational readiness of all Naval Fleet Auxiliary Force ships.

8. Keeps informed of the latest developments in ship design, construction, maintenance and operation; makes recommendations, as appropriate, for the introduction into the Naval Fleet Auxiliary Force of such developments.

N332 (Cont'd)

9. Keeps informed of the latest developments in transportation, ocean surveillance, loading and underway replenishment of nuclear weapons; makes recommendations, as appropriate, for the introduction into the Naval Fleet Auxiliary Force of such developments.

10. Advises on disposition of ships or equipment because of obsolescence of changing fleet requirements.

11. Plans for, supervises and directs the functions and personnel of the Naval Fleet Auxiliary Force Division.

Mission

To monitor the operational readiness of all ships assigned to the directorate, including development of appropriate training requirements designed to improve operational readiness related training, to direct and coordinate all operational aspects of development, including command post exercises and to oversee the operations of the Headquarters Command Center.

Responsibilities

1. Advises the COMSC in all matters of operations, policy, procedures and administration with respect to the responsibilities of the directorate.
2. Maintains liaison with appropriate components of the Department of Defense, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, U.S. Transportation Command and other military commands and government agencies as required.
3. Maintains a continuous review of factors relating to the broad aspects of MSC operational readiness, including ship physical security, to meet both emergency and peacetime fleet support requirements and initiates recommendations for the improvement thereof.
4. Oversees operational aspects of deployment, including monitoring of operations and exercises and command post exercises.
5. Oversees operation of the Command Center.
6. Represents COMSC, as directed, at conferences and on committees in matters relating to current operations and readiness.

DIRECTOR, READINESS DIVISION

N341

Mission

To monitor operational readiness of Military Sealift Command (MSC) ships and craft and to initiate, develop and establish policies and procedures to sustain and upgrade their readiness and ability to perform assigned missions.

Responsibilities

1. Monitors and evaluates the performance and operational readiness of MSC ships.
2. Initiates, develops and implements operational readiness policies and procedures for MSC ships.
3. Maintains a continuous review of factors relating to MSC ship operational readiness to meet both emergency and fleet support operations and initiates recommendations for the improvement thereof.
4. Represents COMSC, as directed, at conferences and on committees in matters relating to fleet operational readiness.
5. Assesses program effectiveness and impact on operational readiness.
6. Supervises, reviews, analyzes and coordinates the activities of the division.
7. Maintains liaison with internal MSC staff members and Area Commands on all matters pertaining to operational readiness.
8. Determines fleet operational training requirements and priorities training.
9. Ensures standardization of fleet operational training requirements.
10. Initiates and coordinates development and promulgation of revisions to fleet operational training requirements for MSC ships based on continuous review of operational readiness of ships and identification of new requirements.
11. Reviews and analyzes all fleet operational readiness reports.

N341 (Cont'd)

12. Conducts periodic on-site evaluation of fleet operational training operations to determine effectiveness of training and training accomplishments and to determine requirements for additional training and/or modifications to existing training requirements.

13. Serves as focal point for development of training requirements originated by Area Commanders for their ships.

14. Administers the Ship Physical Security Program; maintains liaison with other government agencies and private industry regarding methods for improved physical security for ships of the MSC force.

15. Manages the MSC Small Arms Program.

16. Monitors ships material deficiencies and analyzes operational impact of these deficiencies.

DIRECTOR, DEPLOYMENT OPERATIONS DIVISION

N342

Mission

To direct, supervise and coordinate all Military Sealift Command (MSC) operational aspects of deployment including command post exercises and monitoring of operations and exercises and to direct operations of the Headquarters Command Center.

Responsibilities

1. Maintains liaison with the Command Centers of Navy and USTRANSCOM, the Maritime Administration Operation Center and COMSC and staff regarding deployment execution planning.
2. Monitors execution of MSC support of field training exercises (FTXs).
3. Plans and coordinates MSC participation in Joint Staff and unified commanders command post exercises (CPXs). Provides training and guidance to COMSC staff and to MSC subordinate commands.
4. Develops and coordinates the training of the COMSC Crisis Action Team, including training in the JS Crisis Action System and Joint Operation Planning and Execution System.
5. Operates and maintains the COMSC Command Center. Prepares and maintains COMSC operations orders. Develops and coordinates MSC world-wide command and control systems to meet changing needs.
6. Provides meteorological and hydrographic support to COMSC staff.
7. Provides intelligence support to COMSC staff, including oversight and guidance to MSC Area Commands.
8. Administers the MSC Operations Security Program worldwide.



MILITARY SEALIFT COMMAND LOGISTICS DIRECTORATE

Director
Logistics Directorate

N4

Director
Headquarters
Support Division

N41

MAY 18 1993

DIRECTOR, LOGISTICS DIRECTORATE

N4

Mission

To provide sustained logistics support for the MSC fleet in achieving assigned missions. To participate in the development of logistics elements of war, contingency exercise and special plans. To keep the Commander, Military Sealift Command (COMSC) informed in all logistics matters.

Responsibilities

(R)

1. Integrates MSC support requirements into Navy and Defense Logistics Agency supply systems.
2. Establishes policy for the proper supply discipline, standards and methods aboard MSC ships.
3. Establishes policy for the development and installation of supply related automated systems.
4. Represents COMSC in all matters of material support.
5. Ensures effective supply action by Supply Officers of subordinate commands in matters pertaining to MSC supply support functions ashore and afloat.
6. Establishes policy for the provisioning, outfitting and fitting out of ships in the MSC new construction/conversion programs.
7. Coordinates, with the support of the Navy Exchange Command, the operation of the MSC afloat exchange program.
8. Establishes policy to ensure a responsive food service program aboard MSC ships, including the administration of the Food Service Excellence Award Program.
9. Acts as DOD liaison with the United Seamen's Service.
10. Administers support services for the directorates and offices of COMSC and coordinates support services programs in MSC subordinate commands.
11. Coordinates centralized training for all civilian mariner supply personnel.
12. Monitors on behalf of N1 all functional programs relating to active duty Supply Corps Officers assigned within MSC worldwide.

30 JUL 1972

DIRECTOR, HEADQUARTERS SUPPORT DIVISION

N41

Mission

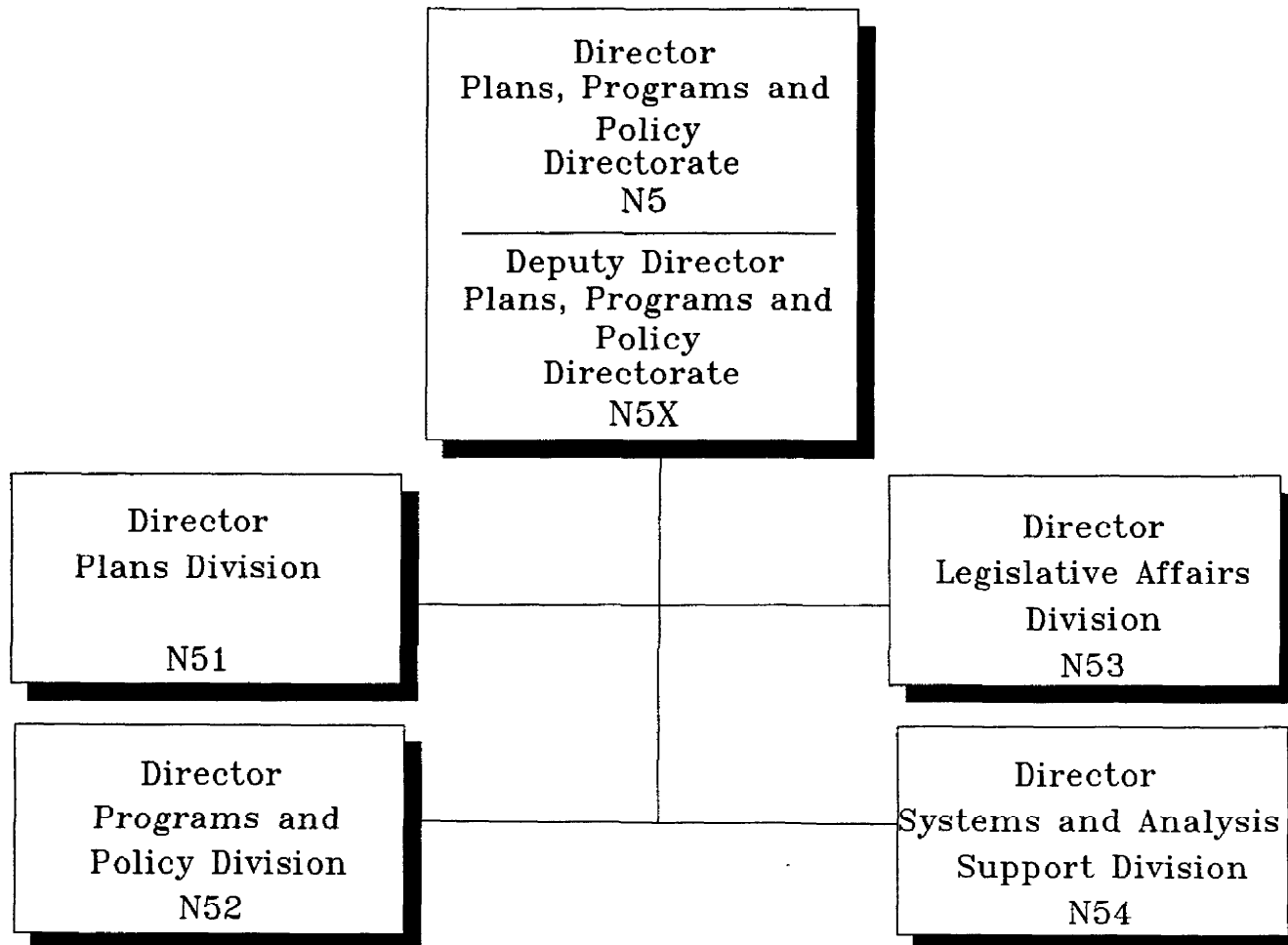
To administer the support services for the office of the Commander, Military Sealift Command (COMSC) and to coordinate the support services programs in the Military Sealift Command (MSC) subordinate commands.

Responsibilities

1. Plans and supervises the support services program for MSC Headquarters.
2. Assigns and manages office space in the buildings occupied by MSC Headquarters staff, undertakes space feasibility and requirements studies and relocation planning.
3. Provides printing and reproduction services to COMSC staff.
4. Ensures an economical and efficient office furniture program at COMSC.
5. Provides acquisition service for office equipment for the staff of COMSC.
6. Coordinates development of the yearly budget estimates for the support services portion of the COMSC overhead budget submission and administers the funds allocated for these services. Reviews annual requests submitted by MSC subordinate commands for accounts pertaining to support services.
7. Provides anticipated equipment and office space requirements for COMSC in the event of mobilization.
8. Monitors the COMSC staff requirements for local transportation.
9. Administers the automotive vehicle and allied equipment allowances program for MSC commands ashore.
10. Formulates policies and procedures for the administration of the support services program at COMSC and coordinates the support services programs throughout MSC.
11. Inspects support services programs in MSC commands, as required, to ensure compliance with COMSC policies, effectiveness and economy of operations.



MILITARY SEALIFT COMMAND PLANS, PROGRAMS & POLICY DIRECTORATE



DIRECTOR, PLANS, PROGRAMS AND POLICY DIRECTORATE

N5

Mission

To develop and promulgate operation plans (OPLANs) to fulfill the Military Sealift Command (MSC) strategic mobility planning mission support to the Joint Chiefs of Staff (JCS), US Transportation Command (USTRANSCOM), other Unified and Specified Commands Commanders in Chief; to perform plans maintenance of various Commanders in Chief (CINCs) OPLANs; to develop and participate in the various Department of Defense (DOD) War Gaming Seminars of the Joint Staff and other Service War Colleges; to develop and maintain the necessary MSC Automated Data Processing (ADP) systems to support the planning systems of the Joint Operation Planning and Execution Systems (JOPEs) (i.e., Strategic Sealift Central Planning System (SEACOP), Sealift Strategic Analysis Sub-system (SEASTRAT)); to develop Strategic Sealift Programs to meet the near term, midterm and long range strategic sealift mobility requirements of DOD; to perform studies and analysis to justify program development; to make recommendations/provide input to the Planning, Programming and Budget System (PPBS) and Office of the Secretary of Defense (OSD) and JCS high level policy documents; to provide necessary liaison with the Joint Staff, USTRANSCOM, CINCs, Services, Military Traffic Management Command (MTMC), Air Mobility Command (AMC), Maritime Administration (MARAD) and other government agencies; to prepare statements for presentation before Congressional committees on matters of MSC interest; and to coordinate all actions as the single point of contact for MSC in strategic sealift plans, programs, program analysis and policy. (R)

Responsibilities

1. Directs the development and refinement of MSC OPLANs to meet strategic mobility planning requirements levied upon the command.
2. Directs the development of the various MSC evacuation plans and planning directives to support the sealift needs of DOD.
3. Directs the development and preparation of sealift movement tables for OPLANs for exercise participation.
4. Coordinates with the Command, Control, Communications and Computer Systems Directorate in the planning, development of objectives and programs required for an MSC deliberate planning system to meet the needs of USTRANSCOM support CINCs and the JCS in the JOPEs.

N5 (Cont'd)

5. Directs the program support and MSC participation in various DOD War Gaming Seminars of the Joint Staff and other Service War Colleges.

6. Directs and coordinates designated programs for the expansion of the MSC strategic mobility lift capacity. This includes new programs to acquire additional MSC strategic mobility assets and enhancements which could be made available in a national emergency.

7. Coordinates with MARAD on the Ready Reserve Fleet/National Defense Reserve Fleet (RRF/NDRF) and other emergency sealift augmentation programs.

8. Coordinates the development of sealift studies and analyses with OSD, Joint Staff, Chief of Naval Operations (CNO), USTRANSCOM and other agencies.

9. Directs the development and maintenance of a sealift data base to meet OSD/Joint Staff/CNO/USTRANSCOM Planning and Study requirements.

10. Coordinates the review and preparation of strategic sealift input to the Defense Planning Guidance, various posture statements, Congressional testimony, the Joint Strategic Capabilities Plan, Joint Strategic Planning Document Analysis Joint Program Assessment Memorandum, Joint Staff and DOD Strategic Mobility Studies and Analyses and related MSC input to USTRANSCOM on these and other documents.

11. Attends conferences and maintains effective liaison with DOD, Joint Staff, USTRANSCOM, CINCs, Services, MARAD and other government departments and agencies, as required, to fulfill the MSC strategic mobility mission.

12. Directs the MSC strategic sealift/joint program analysis and development effort and provides sealift enhancement input to the PPBS in accordance with Office of Naval Operations (OPNAV) and USTRANSCOM, CINCs, Services, MARAD and other government departments and agencies, as required, to fulfill the MSC strategic mobility mission.

R) 13. Provides the interface and coordination required as the MSC representative to the North Atlantic Treaty Organization (NATO) Planning Board for Ocean Shipping, NATO Civil Sealift Group, and the Korean Flag Shipping Agreement conferences.

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N5 (Cont'd)

14. Coordinates the development and review of the various sealift and transportation policies with OPNAV, USTRANSCOM, CINCs, Services, MARAD and other government departments and agencies, as required, to fulfill the MSC strategic mobility mission.

15. Coordinates the preparation of statements for presentation before Congressional committees on matters of MSC interest.

16. Liaisons with Headquarters, Department of the Army, regarding matters pertaining to his status as an Army officer as well as common Army/Navy plans, programs and issues.

DEPUTY DIRECTOR, PLANS, PROGRAMS AND POLICY DIRECTORATE

N5X

Mission

To assist the Director in the fulfillment of his responsibilities. The responsibilities of the Director are shared coequally with the Deputy Director.

Responsibilities

1. As deputy, participates fully with the Director in all activities of the directorate.
2. Acts as Director, when the Director is absent, in all matters related to the office, except granting military leave and administering military discipline.
3. Supervises, directs, reviews and coordinates the activities of the staff.
4. Ensures the review of unified and specified commands general war, joint operation plans, concept plans and the development and promulgation of supporting MSC operation plans.
5. Represents the Director, as required, at various strategic mobility planning conferences, including Planning Board for Ocean Shipping, Defense Shipping Agency, Integrated Lines of Communication and Korean Flag shipping conferences.
6. Coordinates the development of MSC automated deliberate planning systems to support Joint Operation Planning and Execution System in support of Joint Chiefs of Staff (JCS).
7. Coordinates MSC input to the Joint Staff on the Joint Strategic Capabilities Plan and to the U.S. Transportation Command (USTRANSCOM) on the Joint Strategic Planning System, and to various Office of Secretary of Defense/JCS/Commanders in Chief/Services on strategic mobility studies and analyses.
8. Reviews, interprets and analyzes Department of Defense, Joint Staff and Navy wartime and planning guidance relative to the directorate mission and provides guidance of same to the staff.
9. Coordinates the development and administration of the directorate security, budget and training programs and submits the required reports.

30 JUL 1992

N5X (Cont'd)

10. Organizes, directs and supervises special projects and programs of a broad scope and technical complexity.

11. Coordinates the planning and development of strategic sealift enhancement projects.

12. Coordinates the development of program information to support the Planning, Programming Budget System input to the Office of Naval Operations and USTRANSCOM and support of strategic sealift studies conducted by higher level authorities.

DIRECTOR, PLANS DIVISION

N51

Mission

To prepare and promulgate various Military Sealift Command (MSC) joint operations, emergency and evacuation plans in support of the Operation Plans (OPLANS) of the Unified and Specified Commands; to direct development and implementation of the directorate strategic mobility planning information system to support the deliberate planning portion of the Joint Chiefs of Staff (JCS) Joint Operation and Execution Planning System (JOPES); to participate and support the various war games/seminars sponsored by the Joint Staff, Department of Defense (DOD), Service War Colleges, Commanders in Chief (CINCs) and the Services; and to develop necessary War Game planning information on MSC operations required to meet the War Game objectives.

Responsibilities

1. Directs the development and promulgation of the MSC plans in support of the joint operation, emergency and evacuation plans of the CINCs.
2. Directs the sealift analysis of the CINCs joint operation plans Time Phase Force Deployment Data System. Directs the preparation of the OPLAN analysis briefings to be presented at USTRANSCOM and sealift movement tables for the CINCs' OPLANS and other JCS-directed Command Post Exercises (CPXs).
3. Maintains liaison with CINCs, Services, DOD agencies and other Transportation Operating Agencies (TOAs) on strategic sealift planning matters.
4. Directs the development and maintenance of automated deliberate planning systems to support the deliberate planning requirements of the systems.
5. Directs the staff in the participation of the various war games/seminars of the JCS, CINCs and Services. Prepares supporting information and provides participants as required for each war game in which MSC is a participant.
6. Coordinates the MSC participation in the various war games. Prepares the necessary scenario events dealing with sealift and other information required for the play of the war game.

N51 (Cont'd)

7. Develops and maintains an automated data base/sealift information for use in war games. Coordinates with the Command, Control, Communications and Computer Systems Director and outside agencies for the installation and maintenance of the various war gaming models required to meet sealift war gaming tasks.

8. Controls the operation of the various war gaming models.

9. Participates in various MSC Command Post Exercises. Provides necessary war gaming expertise and output of war gaming models for use by exercise watch teams.

10. Develops MSC supporting plans. (A

11. Conducts OPLAN analysis and refinement. (A

12. Coordinates input to war games. (A

13. Participates in MSC Command Control Center. (A

14. Directs and coordinates the preparation of MSC bunker requirements. (A

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R) DIRECTOR, PROGRAMS AND POLICY DIVISION

N52

R) Mission

To provide development for the MSC POM. Serve as POC for Joint Publications. Act as staff coordinator for special taskings. Serve as the directorate administrative monitor. Serve as directorate training coordinator. Provide coordination for special projects, i.e., Commanders Conference and Special Action Briefing Books.

Responsibilities

1. Supports the overall MSC mission through the application of the full range of scientific and economic analytical techniques in the development of mission related concepts and the MSC studies and analysis program.

2. Ensures currency in matters affecting the MSC mission by reviewing developments in the strategic, tactical, technological and political sectors and establishing and maintaining liaison and contacts with representatives of other government agencies, the maritime industry and the scientific and academic communities.

3. Designs and conducts analytical and technical studies which examine alternative solutions to such issues as the adequacy of the U.S. Merchant Marine to meet emergency and mobilization requirements.

4. Conducts and coordinates MSC study efforts in such a way as to ensure adequacy, coherence and overall balance within MSC and with related study efforts of the Navy, Department of Defense and other government agencies.

5. Directs and coordinates the preparation and submission of the MSC wartime bunker requirements to the Fleet Commanders for the Prepositioned War Reserve Material Requirements Program based on Operation Plans.

6. Develops and maintains a ship data base to support JSCP Annex J preparation, Strategic Sealift Central Planning, Sealift Strategic Analysis systems and various OSD/JCS/CINCS/Services studies (near-term, mid-term and long-range), as well as a historical data base for reference purposes.

N52 (Cont'd)

7. Coordinates preparation of input to the U.S. Transportation Command (USTRANSCOM) Planning, Programming Budget System, the CINCs Preparedness Assessment Report, CINCs Critical Item List, CINCs Integrated Priority List, CINCs Issues, DPRB actions, JSCP, JSPDA, Joint Program Assessment Memorandum and other OSD/JCS/CINCs/Services studies and programs.

8. Coordinates the preparation of various ingredients to the DOD Planning, Programming Budget system (PPBS) process; to include Defense Planning Guidance (DPG) and Defense Resources Board (DRB). (R)

9. Monitors Joint Service and Maritime Administration programs that interface with MSC strategic sealift programs and sealift enhancements; monitors allied merchant ship augmentation to JSCP Annex J assets.

10. When directed, represents MSC at the North Atlantic Treaty Organization (NATO) Planning Board for Ocean Shipping (PBOS) conferences, NATO Civil Sealift Group (CSG) conferences and Korean Flag Shipping (KFS) conferences. (R)

11. Monitors development of the National Sealift Policy with the aim of providing necessary inputs to allow COMSC to actively participate in this process.

A) DIRECTOR, LEGISLATIVE AFFAIRS DIVISION

N53

Mission

To advise and direct the Legislative Affairs Division, within the N5 Directorate, with primary functions of monitoring, gathering, coordinating and researching all congressional actions.

Responsibilities

1. Maintains liaison with Command Public Affairs Office (N00P) to coordinate and monitor legislative actions pertaining to MSC.
2. Maintains effective contacts with commercial shipping companies, maritime unions, Maritime Administration and other agencies and organizations concerned with ocean transportation.
3. Originates, develops, prepares and coordinates MSC testimony for presentation before congress.
4. Researches and replies to congressional actions.
5. Prepares and coordinates the preparation of the MSC Command Brief.
6. Maintains a legislative library within the division.
7. Prepares and coordinates the preparation of special tasking assignments with written, graphic arts and illustrative materials.
8. Attends congressional hearings and reports the results to directorate.

DIRECTOR, SYSTEMS & ANALYSIS SUPPORT DIVISION

N54

(A)

Mission

To provide analytical support to conduct strategic mobility studies and analysis for Office of Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), Commander in Chief (CINCs) and Services; to develop and prepare strategic mobility concepts and input to the Defense Planning Guidance, Defense Research Board proceedings, legislative testimony, Joint Strategic Capabilities Plan (JSCP), Joint Strategic Planning Document Analysis (JSPDA), CNO Executive Board, etc.; and to develop and prepare Military Sealift Command (MSC) inputs to the National Sealift Policy, including coordinating with OSD/JCS/CINCs/Services.

Responsibilities

1. Supports the overall MSC mission through the application of the full range of scientific and economic analytical techniques in the development of mission related concepts and the MSC studies and analysis program.
2. Designs and conducts analytical and technical studies which examine alternative solutions to such issues as the adequacy of the U.S. Merchant Marine to meet emergency and mobilization requirements.
3. Conducts and coordinates MSC study efforts in such a way as to ensure adequacy, coherence and overall balance within MSC and with related study efforts of the Navy, Department of Defense and other government agencies.
4. Directs and coordinates the preparation and submission of the MSC wartime bunker requirements to the Fleet Commanders for the Repositioned War Reserve Material Requirements Program based on Operation Plans (OPLANS).
5. Develops and maintains a ship data base to support JSCP Annex J preparation, Strategic Sealift Central Planning, Sealift Strategic Analysis systems and various OSD/JCS/CINCs/Services studies (near-term, mid-term and long-range), as well as a historical data base for reference purposes.
6. Monitors Joint Service and Maritime Administration programs that interface with MSC strategic sealift programs and sealift enhancements; monitors allied merchant ship augmentation to JSCP Annex J assets.
7. Acts as the principal advisor to the Director, Plans, Programs and Policy Directorate (N5) on all automated system-related matters.

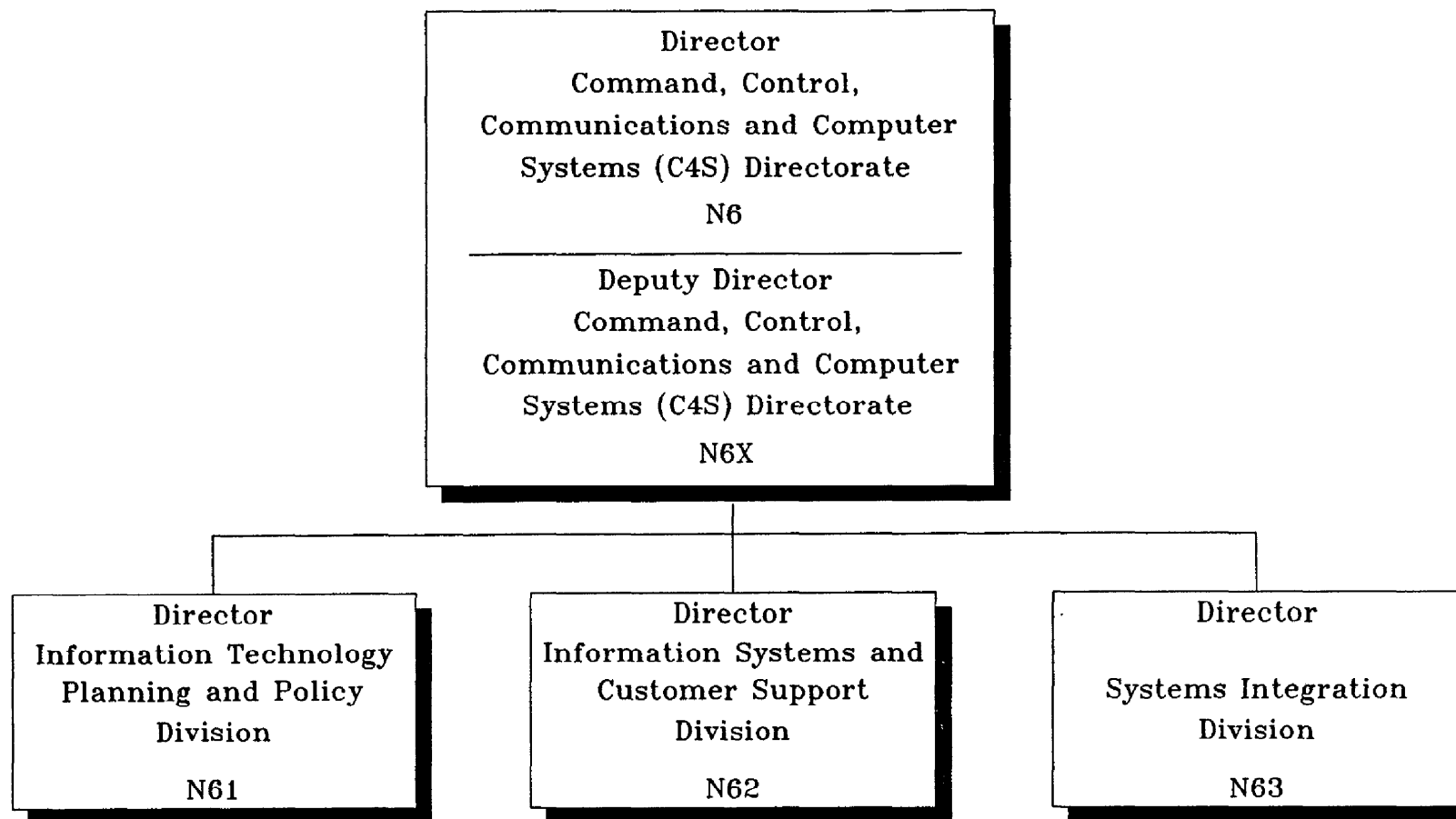
N54 (Cont'd)

8. Directs the development and maintenance of automated systems to support the strategic planning mission of MSC.

9. Reviews and evaluates the adequacy/acceptability of the Command Control, Communication & Computer Systems Directorate (N6) or contractor-developed systems/programs to determine their adherence to the standards and policies established for performance of the N5 mission.

10. Provides technical guidance and instruction to the N51 Plans Division Director and his staff on the utilization of automated strategic planning systems to most effectively support their OPLANs analysis functions.

MILITARY SEALIFT COMMAND
COMMAND, CONTROL, COMMUNICATION & COMPUTER SYSTEMS
(C4S) DIRECTORATE



8 SEPTEMBER 1994

8 SEPTEMBER 1994

DIRECTOR, COMMAND, CONTROL, COMMUNICATION AND
COMPUTER SYSTEMS (C4S) DIRECTORATE

N6

Mission

(R)

To develop, implement and operationally support the Commander, Military Sealift Command (COMSC) Information Resource Management (IRM) Program by providing integrated command-wide information and communication systems.

Responsibilities

(R)

1. Serves as the principal advisor on IRM for COMSC.
2. Formulates and prepares for issue, COMSC C4S Master Plan, C4S architectures, functional process models and data models.
3. Serves as Program Manager for all C4S developmental efforts in support of approved functional requirements.
4. Provides annual C4S Program Objective Memorandum (POM) planning and budget estimates; approves C4S budget requirements for COMSC, MSC Central Technical Activity (MSCCENTACT) and Area Commands.
5. Determines, optimizes and documents all ship to shore communication requirements for MSC.
6. Manages and maintains all COMSC C4 system hardware configurations, software applications, operating system software, Local Area Networks (LANs) and other communications services and networks.
7. Designs and implements an integrated command-wide IRM Program including policy, procedures, standards and quality assurance programs.
8. Provides direction and guidance within COMSC, MSCCENTACT and the Area Commands on the development and implementation of Integrated Information Systems.
9. Coordinates with the Transportation Component Commands, U.S. Transportation Command, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and government agencies with regard to information interchange requirements and policies.

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N6 (Cont'd)

10. Plans, coordinates and operates the MSC command-wide interface for the Joint Deployment Community, Joint Deployment System and Joint Operation Planning & Execution System via WIS/WIN Worldwide Military Command and Control System (WWMCCS) and Global Command and Control System (GCCS) environments.

11. Maintains currency of state-of-the-art information technology through the review of the C4S developments by the research community, government and industry.

12. Manages the COMSC Automated Information System (AIS) Security Program.

13. Acts as the administrator for those funds allocated to C4S directorate.

DIRECTOR, INFORMATION TECHNOLOGY POLICY & PLANNING DIVISION N61 (R)

Mission (R)

To develop plans, policy, funding projections and standards for information technology development supporting the MSC mission.

Responsibilities (R)

1. Develops and maintains the MSC Information Resources Management Plan (IRMP) consistent with AIS Life Cycle Management guidance.
2. Liaisons with higher authorities and other components of DOD, as well as other agencies and private industry to maintain awareness of current and future policies, planning and technology as related to state-of-the-art information systems.
3. Facilitates process improvement by coordinating with the MSC functional sponsors on requirements definition, refinement and documentation.
4. Formulates and prepares for issue by MSC, policies, procedures and standards for AIS development.
5. Serves as the Component Data Administrator (CDA) for MSC, providing support for the MSC Data Administration Program.
6. Serves as the MSC initial point of contact for all new proposals or modifications to existing C4 Systems required to support changes in functional user requirements.
7. Reviews all C4S decision papers for accuracy and compliance with acquisition guidelines prior to their presentation to the Acquisition Approval Authority for formal milestone review.
8. Conducts studies and performs analyses in support of the C4S directorate.
9. Serves as COMSC AIS Security Officer.

R) DIRECTOR, INFORMATION SYSTEMS & CUSTOMER SUPPORT DIVISION N62

R) Mission

To manage the MSC C4S Customer Support Center and MSC command-wide communication networks including Local Area Network System (LANs), Wide Area Network System (WANs), ship to shore and connectivity to all mission required external agencies.

R) Responsibilities

1. Establishes command procedures and standards for communication networks and microcomputer software including documentation, acquisition, performance testing, issuance, new version upgrades and network installations.

2. Operates MSC interface with the Joint Deployment Community, Joint Deployment System and Joint Operation Planning & Execution System via WIS/WIN Worldwide Military Command and Control System (WWMCCS) and Global Command and Control System (GCCS) environments.

3. Provides ongoing maintenance service for all computer and communication related equipment.

4. Participates in the definition, design, specification and selection of voice/data communication hardware and software interfaces with Defense Data Network and local area networks to provide a total command communication network.

5. Operates the Customer Support Center user help desk, network control center and coordinates user training on operational C4 systems.

6. Provides technical guidance on the operational integration of microcomputer software and hardware for COMSC, MSC Central Technical Activity (MSCCENTACT) and Area Commands.

7. Liaisons with higher command authorities, other components of DOD, as well as other agencies and private industry to keep abreast of the latest developments and technology in communication, networking and C4S support services.

8. Provides administrative and documentation support for purchased software, hardware and maintenance agreements.

9. Maintains a software, hardware and service history database for COMSC and MSCCENTACT and Area Commands.

DIRECTOR, SYSTEMS INTEGRATION DIVISION

N63 (R)

Mission

(R)

To develop, maintain and enhance C4 Systems to meet the changing functional requirements of the Command, Control and Communications mission area in support of the MSC Information Resources Management (IRM) Program.

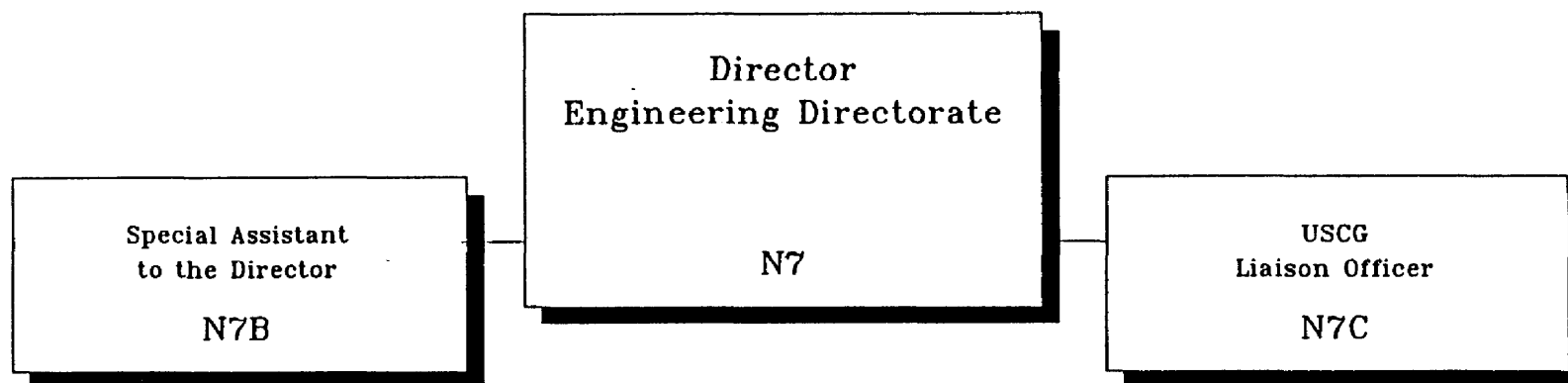
Responsibilities

(R)

1. Serves as Integrated Command, Control and Communication (IC3) Systems Project Manager of approved MSC projects requested by the functional sponsors serving MSC Headquarters, MSC Central Technical Activity (MSCCENTACT) and the Area Commands.
2. Coordinates with functional sponsors on the design and development of C4 Systems applicable to the sponsor's requirements.
3. Plans and coordinates the MSC command-wide interface requirements, standards and quality assurance for the Joint Deployment Community, Joint Deployment System and Joint Operation Planning & Execution System via WIS/WIN Worldwide Military Command and Control System (WWMCCS) and Global Command and Control System environments.
4. Directs C4S project development and accordance with the MSC Integrated Information Resource Management Plan (IRMP) to provide required information to all levels of MSC.
5. Manages all aspects of assigned project development to include systems design, analysis, documentation, user training, programming and installation.
6. Prepares funding projections with supporting documentation and monitors subsequent funding authorizations and obligations for IC3 Systems.
7. Prepares and maintains a Plan of Action & Milestones for each C4 Systems support project and reports project status to assure compliance with applicable policy, plans and requirements.
8. Directs cost benefit and feasibility analysis to support project authorization and funding.



MILITARY SEALIFT COMMAND ENGINEERING DIRECTORATE



MAY 18 1993

30 JUL 1992

DIRECTOR, ENGINEERING DIRECTORATE

N7

Mission

To ensure the material readiness of ships assigned to the Military Sealift Command (MSC), and to keep the Commander, Military Sealift Command (COMSC) informed in these matters.

Responsibilities

1. Advises COMSC on technical administrative matters concerning maintenance, repair, alteration, conversion, salvage and operating techniques of Government-owned ships assigned to MSC, ships under bareboat charter and general agency agreement ships.
2. Advises COMSC on all aspects of new ships design and construction.
3. Administers the Material Improvement Program, providing technical data and information necessary for implementation of the Alteration and Improvement Program; reviews the recommendations of the MSC Operations Director or other cognizant staff personnel for these purposes; keeps the Operations Director informed of alteration schedules or any modifications thereto; authorizes alterations of government-owned MSC ships.
4. Promulgates policies and coordinates administrative procedures pertaining to maintenance and repair activities.
5. Submits recommendations to COMSC on the annual budget for all MSC maintenance and repair activities.
6. Administers the Damage Control, Casualty Control and Survivability Program for MSC.
7. Prepares or reviews procurement instructions and procedures which affect the accomplishment of MSC maintenance and repair functions and tasks.
8. Reviews the engineering performance of MSC ships and the administration of maintenance and repair functions of subordinate commands; evaluates methods and procedures with relation to economy, efficiency and safety; ensures that proper action is taken to correct deficiencies.
9. Maintains liaison with other technical and material offices of the Department of the Navy, the Department of Defense and other government agencies.

30 JUL 1992

N7 (Cont'd)

10. Assigns, when necessary, priorities of critical equipment to ships to meet operational requirements.

11. Advises COMSC on all engineering aspects of ships transferred from USS operation to USNS operation.

12. Collaborates with Naval Sea Systems Command, in coordination with the Plans, Programs and Policy Director in developing plans for the maintenance and repair and material support of MSC ships in the event of mobilization.

13. Ensures effective action by engineering staff in matters under their responsibility pertaining to safety.

14. Ensures that the contract-operators of Government-owned ships assigned to MSC develop, maintain and administer a program for maintenance, repair and alteration of these ships in accordance with contractual agreements.

15. Initiates and coordinates development within the staff and with other agencies, as required, of broad engineering and construction plans and proposals designed to improve the efficiency of ships assigned to or to be acquired by MSC, including special types to meet project requirements, and submits to COMSC appropriate recommendations of such ships.

SPECIAL ASSISTANT TO THE ENGINEERING DIRECTOR

N7B

Mission

To provide expertise and liaison in special aspects of material readiness and condition and to provide expertise with respect to engineering matters and military requirements for ships assigned to the Military Sealift Command (MSC).

Responsibilities

1. Advises the Engineering Director on matters related to the maintenance, repair, alteration, conversion, salvage and operating practices of ships assigned to MSC and to ships operated under General Agency Agreements.
2. Provides liaison between MSC and Department of the Navy and other Department of Defense components with respect to features of particular military interest.
3. Participates in the Naval Board of Inspection and Survey inspections.
4. Participates in ship inspections, investigations, operational readiness inspections and major trials.
5. Coordinates and reviews fleet compatible procedures and materials and recommends changes that would enhance MSC operations.
6. Represents the Engineering Director during major exercises.
7. Performs special studies and administers special projects that have a unique military interface.

COMSCINST 5440.8F CH-1
18 MAY 1993

R) LIAISON, U.S. COAST GUARD

N7C

Mission

To assist in coordinating the inspection and certification of all the Military Sealift Command (MSC) vessels, nucleus fleet and contract operated fleet. To assist in matters relating to investigation of casualties aboard MSC ships and matters relating to licensing and certification of officers and crewmen employed by MSC. To advise Commander, Military Sealift Command (COMSC) on matters relating to the safety of U.S. ports and waterways, the laws governing marine inspection and the carriage of hazardous materials.

Responsibilities

1. Assists the COMSC Engineering Director in the coordination of Coast Guard inspections of MSC ships during repair availabilities.
2. Assists the COMSC Engineering Director in the coordination of Coast Guard inspections of ships being newly built or converted for MSC.
3. Provides a working level interface between MSC and the local Office In Charge of Marine Inspection, as necessary, to implement plans or policy regarding vessel inspections.
4. Assists, as necessary, in the plan review process with regard to plans submitted to U.S. Coast Guard (USCG) Marine Safety Center.
5. Provides a single point of contact to the COMSC Engineering Staff, Area Commands and MSC Central Technical Activity engineering staff regarding inspection issues.
6. Serves as part of MSC representative team at various meetings held by the USCG, American Bureau of Shipping or other regulatory agencies in the accomplishment of vessel inspections or waterways safety planning.
7. Serves as a single point of contact for matters concerning readiness.



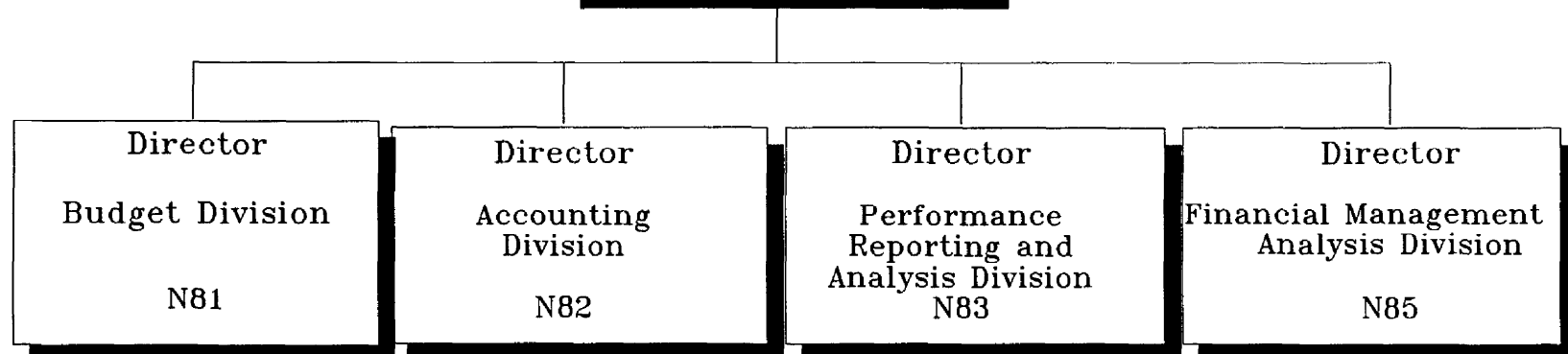
MILITARY SEALIFT COMMAND COMPTROLLER

Comptroller

N8

Deputy
Comptroller

N8X



COMPTROLLER

N8

Mission

(R)

To ensure the proper performance of the functions relating to management control, budgeting, accounting and performance reporting and analysis, Defense Business Operating Funds (DBOF); to obtain and justify military and civilian manpower requirements; to keep the Commander, Military Sealift Command (COMSC) informed in these matters.

Responsibilities

1. Manages the Military Sealift Command (MSC) management control program.
2. Advises COMSC and staff on financial management matters.
3. Establishes policies and procedures relating to comptroller matters consistent with the basic policies of the Department of Defense (DOD) and the Department of the Navy (DON).
4. Recommends policies and furnishes interpretations of existing policies in all areas of financial management.
5. Maintains necessary liaison with comparable functional components of DOD, DON and other government agencies in comptroller matters.
6. Reviews legislation and other directives from higher authority to determine their effect on MSC Comptroller policies and procedures, and coordinates implementation with other COMSC offices.
7. Provides and coordinates a command-wide Analysis Program for efficient, economical and effective financial management control.
8. Informs COMSC promptly of any operations or actions that appear to lack cost effectiveness.
9. Exercises supervision over the organization and operating procedures in the Office of the Comptroller, MSC and technical supervision over Comptroller Offices at MSC subordinate commands.
10. Develops budgeting, accounting, cost, statistical and other financial reports and appropriate analyses and evaluations of such data for management purposes.

N8 (Cont'd)

11. Maintains liaison with manpower control offices of the Secretary of Defense, Secretary of the Navy activities and other government agencies, in order that manpower requirements of MSC are met and makes policy recommendations to COMSC.

12. Provides the MSC input for the manpower and force level requirements for the budget and Program Objectives Memorandum.

A) 13. Maintains the accounting records for the National Defense Sealift Fund (NDSF) and prepares required reports.

DEPUTY COMPTROLLER

N8X

Mission

To supervise actively the work in the Military Sealift Command (MSC), Office of the Comptroller and act as the Comptroller in the absence of the Comptroller.

Responsibilities

1. Recommends policies and furnishes interpretation of existing policies in all areas of financial management.
2. Assigns and coordinates the work within the Office of the Comptroller.
3. Consults with division directors and advises them in matters relating to budgeting, billing rates, accounting, performance reporting, analysis, financial systems and management controls. (R
4. Reviews correspondence, reports and other material prepared in the Office of the Comptroller to ensure accuracy and consistency with existing policy.
5. Reviews legislation and other directives from higher authority to determine effect on MSC Comptroller policies and procedures, and advises the Comptroller as to action required.

DIRECTOR, BUDGET DIVISION

N81

R) Mission

To develop, prepare, justify and administer the Military Sealift Command (MSC) Defense Business Operations Fund (DBOF) budget; establish budget procedures for controlling the budget; conduct periodic analyses and reviews to determine the degree to which performance is conforming to budgetary planning; develop MSC DBOF billing rates and principles for billing; review dry cargo and petroleum force plans and requests ship sponsors at sea and in port requirements; obtain funds from the sponsor; prepare the detailed DBOF budget exhibits and justify budget submissions to various DOD levels; coordinate MSC Future Year Defense Program (FYDP) with CNO; to provide and validate specific budget information to MSC Planning, Programming and Budget System (PPBS) coordinator.

R) Responsibilities

1. Prepares and submits hard cover and automated exhibits, proposed billing rates and Automated Data Processing for the DBOF transportation budget.

2. Provides MSC DBOF budget data, as required, to the Comptroller of the Navy and as specified to the U.S. Transportation Command.

3. Provides Program Objective Memorandum (POM) input to MSC PPBS Coordinator for cost elements included in the budget. Also, validates MSC PPBS coordinator's POM issues papers that contain POM manpower and financial numbers for Strategic Sealift programs for which MSC receives "direct" CNO funds for the budget execution process.

4. Provides DBOF funds to Area Commands and the MSC Central Technical Activity funds administrators.

5. Maintains DBOF budgetary controls.

6. Defends MSC DBOF budget to various levels of DOD.

7. Serves as MSC coordinator for all sponsor budget or funding requests.

N81 (Cont'd)

8. Provides all MSC cost estimates to transportation sponsors that will/may be used by sponsors to provide funds to MSC for program requirements.

9. Coordinates and controls input to the Future Year Defense Program.

10. Obtains and reviews manpower and force level requirements provided by the Manpower, Personnel and Management Directorate in connection with the development of the budget.

DIRECTOR, ACCOUNTING DIVISION

N82

R) Mission

To develop, formulate and establish effective accounting policies and procedures for the Military Sealift Command (MSC) and to effect all accounting operations within MSC Headquarters.

R) Responsibilities

1. Establishes MSC Defense Business Operations Funds (DBOF) accounting procedures.

2. Advises the Comptroller, Commander, Military Sealift Command (COMSC) and staff on all matters affecting accounting policies and procedures.

3. Reviews accounting input and related reports received from subordinate commands. Reviews MSC data, prepares consolidated financial statements and management reports.

4. Represents MSC on all accounting matters with Navy Comptroller, DOD and other government agencies.

5. Prepares actual vs budget reports.

6. Reconciles disbursement/collection data received from DFAS with cash transactions as recorded in MSC accounting records.

7. Maintains work request systems.

8. Maintains Civilian Personnel Reporting System.

9. Maintains payroll functions including reviewing, analyzing and processing time and attendance records for COMSC civilian employees; addresses problems of DFAS Civilian Payroll System and reviews and analyzes payroll listings.

10. Performs accounting operations including: journal entries, general ledger, subsidiary ledgers, supporting records, clearing accounts.

11. Prepares numerous other financial and operational reports including trial balances, plant accounting records, cash reports, fixed asset reports, aging reports, propulsion fuel reports, accumulated depreciation, material-in-transit, materials and supplies, interfund bills, analysis of labor, undelivered orders, customer funding, continuation of pay and acceleration rate.

N82 (Cont'd)

12. Performs accounting functions for categories of ships (i.e., Cargo, Petroleum, Fast Sealift, Afloat Prepositioning, Special Mission and Fleet Auxiliary).

13. Tracks incoming travel orders, travel advances and travel claims.

30 JUL 1992

DIRECTOR, PERFORMANCE REPORTING AND ANALYSIS DIVISION

N83

Mission

To formulate, administer and direct the statistical reporting program and the statistical and cost analysis programs for the Military Sealift Command (MSC); and to develop procedures relating to these programs.

Responsibilities

1. Develops, establishes and directs statistical reporting programs for MSC.
2. Directs statistical and cost analyses and statistical evaluations to provide management with data and recommendations for efficient and economical execution of the MSC programs.
3. Consults with and advises management of uneconomical practices or operations as determined from statistical studies and analyses.
4. Develops and supervises the statistical reporting systems to provide statistical, traffic billing data and income data to meet the needs of MSC, the shipper services and/or Department of Defense (DOD). Consolidates traffic billing data compiled throughout MSC, and provides substantiating data for traffic billings. Collaborates with the Command, Control, Communications and Computer Systems Directorate and with the shipper services in developing, maintaining and improving the data collection and processing system.
5. Assists the Comptroller and the staff of the Commander, Military Sealift Command (COMSC) in interpretation of MSC and other government agencies statistical reports.
6. Represents the MSC Comptroller and Commander, Military Sealift Command (COMSC) at conferences and on committees with other government agencies concerning shipping documentation, statistical reporting and related functional areas.
7. Coordinates COMSC participation in the improvement and updating of the Military Standard Transportation Movement Procedures (MILSTAMP).

DIRECTOR, FINANCIAL MANAGEMENT ANALYSIS DIVISION

N85

(R

Mission

To participate in the study, development and implementation of financial operational data systems specifically designed to increase the level of management data, both computerized and manual, and subsystems for the purpose of facilitating a more efficient and effective financial organization. To conduct special studies, evaluate findings and recommend, through reports to the Comptroller, the establishment and/or revision of policies and procedures necessary to ensure continued sound financial management. To provide command liaison with all external audit groups. To coordinate the command management control program.

Responsibilities

1. Conducts research activities into all areas affecting the Comptroller operating functions; e.g., systems, procedures, etc.
2. Evaluates budget, accounting and statistical procedures and recommends development, establishment or revision of existing systems.
3. Provides centralized coordination for financial management applications involving ADP operations.
4. Provides nonroutine type special analysis services to the other divisions of the Office of the Comptroller beyond the day-to-day routine.
5. Evaluates findings and recommendations resulting from reviews/audits and recommends, through reports to the Comptroller, changes or revisions of existing policies and procedures necessary to ensure accomplishment of management objectives.
6. Develops, establishes or revises internal controls in all areas pertaining to the financial management function.
7. Develops input for management inspections, surveys, investigations, reviews and special projects to be conducted at COMSC and MSC subordinate commands pertaining to all phases of comptrollership.
8. Serves as the single MSC contact point for all external audit and review groups.

N85 (Cont'd)

9. Evaluates audit and other reports prepared by Navy Comptroller (NAVCOMPT), Naval Audit Service, Department of Defense Assistant Inspector General for Audit, General Accounting Office, MSC in-house study groups and other government agencies pertaining to MSC operations; prepares replies to the applicable parties.

10. Follows up on MSC action items resulting from reviews and audits and reports status of open items as required.

R) 11. Develops, evaluates and coordinates changes to the portions of NAVCOMPT Manual, Volume 5, DFAS and USTRANSCOM directives pertaining to MSC.

12. Serves, as required, on committees and in conferences pertaining to accounting and related functions.

13. Coordinates training for Comptroller Office personnel and Financial Management Trainees assigned by NAVCOMPT.

14. Coordinates the command management control program at all levels of management to ensure that the design, documentation and operation of management control systems conform to standards.

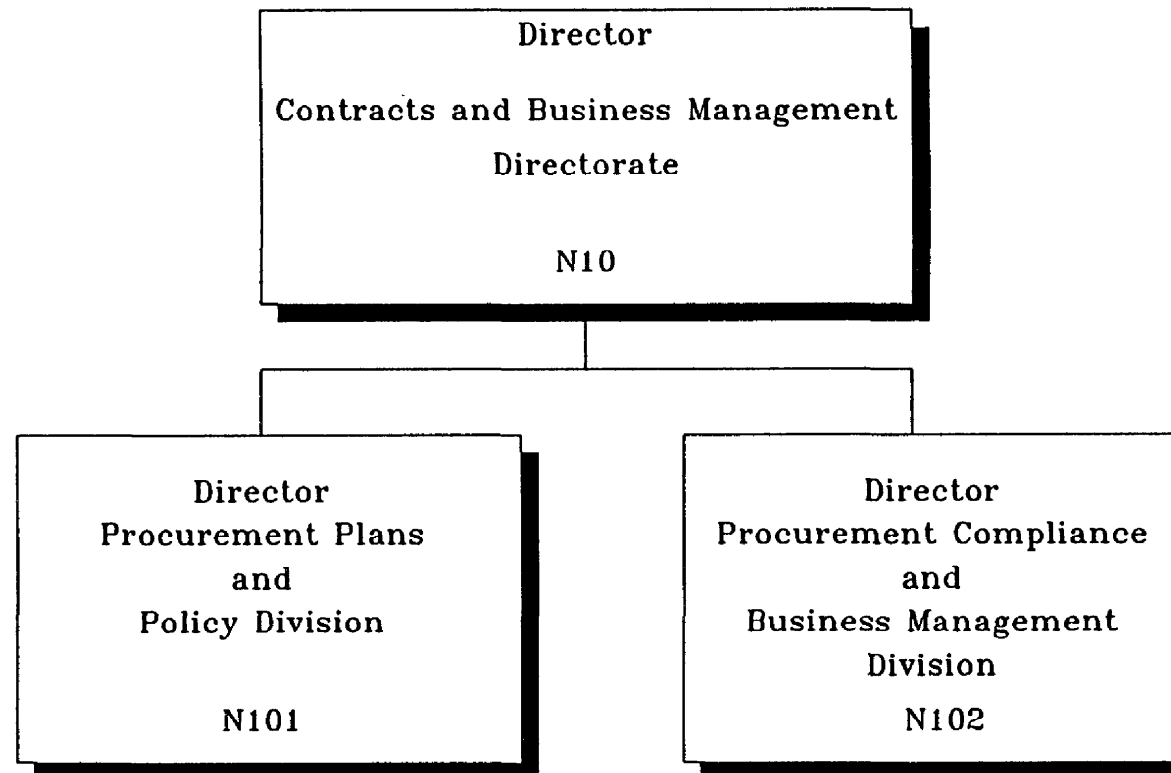
15. Develops in-house costs for A-76 studies.

16. Prepares/consolidates financial data for companies that do business with MSC but have filed for bankruptcy.

A) 17. Assists other offices in MSC with obtaining/evaluating financial data and/or incorporation of financial requirements in their applications.



MILITARY SEALIFT COMMAND CONTRACTS AND BUSINESS MANAGEMENT DIRECTORATE



MAY 18 1993

DIRECTOR, CONTRACTS AND BUSINESS MANAGEMENT DIRECTORATE

N10

Mission

To direct and coordinate, for the Commander, Military Sealift Command (COMSC), contracting and business management policy, ocean transportation acquisition policy, procurement planning, Headquarters administration, compliance, contractor ethics and career management at Headquarters and Military Sealift Command (MSC) subordinate activities; to review and monitor procurement operations in MSC Headquarters, the MSC Central Technical Activity (MSCCENTACT) and Area Commands.

Responsibilities

1. Serves as principle advisor to the Commander, Military Sealift Command on all matters related to contracting and business management policy, ocean transportation contracting policy, procurement planning, contract administration, contract cost and pricing, compliance of contractor ethics and procurement integrity.
2. Develops, promulgates and reviews procurement policies, procedures and directives for MSC Headquarters, Area Commands and MSCCENTACT. Coordinates procurement policies, procedures and directives for the Area Commands and MSCCENTACT.
3. Serves as principal advisor for Department of the Navy (DON) for ocean transportation procurement policy, directives, clauses and procedures.
4. Oversees procurement planning for the command. Establishes MSC policy and procedures for acquisition planning; monitors, reviews and approves acquisition plans for the MSCCENTACT and Area Commands.
5. Manages the MSC field contracting system. Provides policy direction and guidance to MSC field contracting activities for all planning, cost and price analysis, contracting and contract administration.
6. Administers the MSC business clearance program commandwide. Monitors and reviews MSC pre- and post-business clearances. Serves as the final approval authority for MSC pre- and post-business clearances consistent with the thresholds set by COMSC.
7. Administers the MSC procurement management review program throughout MSC. Reports procurement management review findings to DON and coordinates procurement management reviews of MSC.

30 JUL 1992

N10 (Cont'd)

8. Manages, coordinates, assembles and distributes all acquisition reports and statistics. Coordinates all MSC acquisition reporting with DON and Office of the Secretary of Defense (OSD).

9. Manages and coordinates specialized acquisition and business issues such as suspension and debarments, labor relations, claims, small business, contractor cost reporting and insurance.

10. Approves all MSC participation in DON, OSD or MSC procurement test programs and special acquisition projects.

11. Coordinates acquisition workforce recruitment, education, training and career development test programs and special acquisition projects.

12. Administers the MSC acquisition intern program at Headquarters, MSCCENTACT and the Area Commands.

13. Manages contract cost and pricing policy, procedures and contract audit functions for MSC. Provides cost and price analysis support for MSC field activities. Serves as focal point for contract audit, contract audit follow-up and coordination with Defense Contract Audit Agency.

14. Serves as focal point with DON and OSD for all acquisition and contracting matters. Represents the command at high level DON and OSD acquisition meetings. Analyzes, recommends disposition of, processes and controls all MSC deviations and waivers from the Federal Acquisition Regulation, the Defense Supplement to the FAR and the Navy Acquisition Procurement Supplement.

15. Reviews and makes recommendations concerning proposed ocean transportation and other procurement legislation and proposed OSD/DON policy/procedures changes.

16. Exercises all authority of COMSC as Head of the Contracting Activity (HCA) to the extent delegated.

17. Maintains liaison with MSC Counsel in all legal matters relating to acquisition planning, justification and approvals, determination and findings, contracting and business management policy, contract administration, compliance, contractor ethics and procurement integrity.

30 JUL 1992

N10 (Cont'd)

18. Processes and makes recommendations to COMSC for appointment of Contracting Officers. Recommends to COMSC limits on contracting authority of contracting officers and field activities. Maintains command records of contracting officer appointments.

19. Ensures effective procurement automation for MSC Headquarters, MSCCENTACT and the Area Commands.

30 JUL 1992

DIRECTOR, PROCUREMENT PLANS AND POLICY DIVISION

N101

Mission

To direct and coordinate, acquisition planning, contracting and business management policy, ocean transportation contracting policy, contract administration policy and acquisition career management throughout Military Sealift Command (MSC).

Responsibilities

1. Develops, promulgates and reviews procurement policies, procedures and directives for Headquarters, Area Commands and MSC Central Technical Activity (MSCCENTACT).
2. Coordinates procurement policy, procedures and directives for the Area Commands and MSCCENTACT.
3. Develops, analyzes and reviews Department of the Navy (DON)-wide ocean transportation acquisition policy, directives, clauses and procedures.
4. Manages acquisition planning for the command. Recommends MSC policy and procedures for acquisition planning and monitors, reviews and recommends approval of acquisition plans for MSC field activities.
5. Provides policy direction and guidance to MSC field contracting activities for all planning, cost and price analysis, contracting and administration.
6. Manages, coordinates, compiles and distributes all reports and statistics and coordinates all MSC acquisition reporting with DON and Office of the Secretary of Defense (OSD).
7. Manages and coordinates specialized procurement and business issues such as labor relations, claims, small business, contractor cost reporting and insurance.
8. Manages, coordinates, analyzes and recommends MSC participation in DON, OSD or MSC procurement test programs and special projects.
9. Manages and coordinates contracting workforce recruitment, education, training and career development at Headquarters and the field activities.
10. Establishes and manages the MSC intern program at Headquarters and the field activities.

30 JUL 1992

N101 (Cont'd)

11. Serves as procurement expert for Command Inspector General (IG) inspections of MSC field activities and participates in procurement management reviews as required.

12. Maintains liaison with DON and OSD for all procurement and contracting matters. Represents the command at high level DON and OSD procurement meetings. Analyzes, recommends disposition of, processes and controls all MSC deviation and waivers from the Federal Acquisition Regulation, the Defense Supplement to the FAR and the Navy Acquisition Procurement Supplement.

13. Reviews and analyzes proposed ocean transportation and other procurement legislation, and proposed OSD/DON policy/procedure changes.

14. Maintains liaison with MSC Counsel in all legal matters relating to acquisition planning, justification and approvals, determination and findings, contracting and business management policy and contract administration.

15. Reviews, processes and recommends appointment of Contracting Officers; monitors and recommends limits on contracting authority of contracting officers and field activities and maintains command records of contracting officer appointments.

DIRECTOR, PROCUREMENT COMPLIANCE AND BUSINESS MANAGEMENT
DIVISION

N102

Mission

To direct and coordinate acquisition and contract compliance, contract cost and pricing, business management procedures and contractor ethics and procurement integrity; and to review and monitor procurement operations at Military Sealift Command Central Technical Activity (MSCCENTACT) and Area Commands.

Responsibilities

1. Establishes and manages the Military Sealift Command (MSC) contracting compliance program including oversight of MSC field activities.
2. Establishes and manages MSC business clearance program at Headquarters, MSCCENTACT and the Area Commands. Monitors, reviews, analyzes and recommends to the director approval of MSC pre- and post-business clearances.
3. Establishes, manages and coordinates MSC procurement review program throughout MSC. Conducts procurement management reviews of the MSCCENTACT and the Area Commands. Serves as the focal point for reporting Procurement Management Review findings to the Department of the Navy (DON) and for coordinating DON Procurement Management Reviews of MSC.
4. Establishes and manages contract cost and pricing procedures and contract audit functions for MSC. Provides cost and price analysis support for the MSCCENTACT and the Area Commands. Serves as focal point for contract audit, contract audit follow-up and coordination with Defense Contract Audit Agency.
5. Serves as procurement expert for Command IG inspections of MSC field activities.
6. Reviews, analyzes, recommends and coordinates compliance and contractor ethics issues such as suspension and debarment.
7. Maintains liaison with MSC Counsel in all legal matters relating to contract compliance, contractor ethics and procurement integrity.
8. Manages, coordinates and monitors procurement automation throughout MSC Headquarters, MSCCENTACT and Area Commands.

30 JUL 1992

N102 (Cont'd)

8. Manages, coordinates and monitors procurement automation throughout MSC Headquarters, MSCCENTACT and Area Commands.

9. Establishes and maintains policy and procedures for maintaining status of work in progress in the office.

APPENDIX A

COMSC LIAISON OFFICER TO CINCLANTFLT

1. This is a Navy 0-6 billet assigned to COMSC, Washington, D.C., with additional duty to CINCLANTFLT. The incumbent is physically located at Headquarters CINCLANTFLT, Norfolk, VA.
2. Reports to COMSC for operational and administrative matters.
3. Serves as the direct liaison and communications link between CINCLANTFLT staff and COMSC in all matters concerning strategic sealift capability for peacetime and wartime commitment.
4. Assists CINCLANTFLT, as required, in the development of sealift concepts to enhance the logistics support of LANTCOM in his general OPLANS and CON plans.
5. Assists CINCLANTFLT in joint planning matters regarding strategic sealift availability and capability to deploy and sustain forces in various operations plans.
6. Provides necessary information and maintains liaison with CINCLANTFLT staff and component commands on sealift policy matters in the LANTCOM area for peacetime operations and during contingencies.
7. Ensures the currency of procedures to permit continued MSC liaison as outlined in CINCLANTFLT Continuity of Operations Plans.
8. Provides CINCLANTFLT with current data on MSC sealift capability and operating policies with respect to common user Ocean Transportation, PREPO, MPS, FSS, RRF, Naval Fleet Auxiliary Force, Special Mission Support, Miscellaneous Service Support and other sealift capability available to MSC.
9. Serves as COMSC representative at CINCLANTFLT conferences for matters involving strategic sealift and related matters; provides reports of such conferences to COMSC for action or information as appropriate.
10. Establishes and maintains liaison, as required, on NATO shipping matters with SACLANT.

COMSC LIAISON OFFICER TO CINCPACFLT

1. This is a Navy 0-6 billet assigned to COMSC, Washington, D.C., with additionally duty to CINCPACFLT. The incumbent is physically located at Headquarters CINCPACFLT, Makalapa, HI.
2. Reports to COMSC for operational and administrative matters.
3. Serves as the direct liaison and communications link between CINCPACFLT staffs and COMSC in all matters concerning strategic sealift capability for peacetime and wartime commitments.
4. Assists CINCPACFLT, as required, in the development of OPLANS/CONPLANS to enhance the logistics support of PACOM.
5. Assists CINCPACFLT in joint planning matters regarding strategic sealift availability and capability to deploy and sustain forces in various operations plans.
6. Provides necessary information and maintains liaison with CINCPACFLT, their staff and component commands on sealift policy matters in the PACOM area for peacetime operations and during contingencies.
7. Ensures the currency of procedures to permit continued MSC liaison as outlined in CINCPACFLT Continuity of Operations Plans.
8. Provides CINCPACFLT with current data on MSC sealift capability and operating policies with respect to common user Ocean Transportation, PREPO, MPS, FSS, RRF, Naval Fleet Auxiliary Force, Special Mission Support, Miscellaneous Service Support and other sealift capability available to MSC.
9. Serves as COMSC representative at CINCPACFLT conferences for matters involving strategic sealift and related matters; provides reports of such conferences to COMSC for action or information as appropriate.

COMSC LIAISON OFFICER TO USCENTCOM

1. This is a Navy O-6 billet assigned to COMSC Headquarters but physically located in the Liaison Office of the U.S. Central Command, MacDill Air Force Base, FL.
2. Personally represents and is responsible to COMSC for the performance of all duties.
3. Advises the Commander in Chief, USCENTCOM and staff on any matters pertaining to MSC/USCENTCOM operations and planning. This includes deployment planning and coordinating sealift support in the event of full or partial mobilization during crises or in time of war.
4. Advises the USCENTCOM staff on the implementation of MSC policies, programs, concepts and operational procedures and techniques as they pertain to USCENTCOM mission requirements and the total force policy. Further, advises on the participation/utilization of MSC units/personnel participating in exercises, insuring that they receive the greatest possible training benefits.
5. Keeps the MSC Commander and staff apprised of current USCENTCOM policies, regulations, organization, procedures and impending exercises while ensuring responsive coordinated reaction and support in the fulfillment of the USCENTCOM mission.
6. Promotes coordination between MSC/USCENTCOM staff, assisting staff offices at Headquarters, MSC, on matters pertaining to MSC/USCENTCOM operations and planning, joint exercises, joint training and augmentation operations, expediting matters and actions of mutual interests to MSC/USCENTCOM.
7. Advises the USCENTCOM staff on the MSC organization, policies, programs, requirements, concepts, operational procedures and plans and operational orders for both emergency deployment operations and joint exercises.

COMSC LIAISON OFFICER TO EUROPE

1. This is a Navy 0-6 billet attached to COMSCEUR Headquarters and physically located at USCINCEUR's headquarters.
2. Reports to COMSC for operational and administrative matters.
3. Acts as COMSC Liaison to USCINCEUR/CINCUSNAVEUR on all sealift policy matters relating to COMSC and MSC subordinate commanders.
4. Acts as COMSC Liaison to USCINCEUR on all sealift matters relating to USCINCEUR's area of responsibility. During period of acceleration and/or surges in sealift requirements, advises USCINCEUR after consultation with COMSC, of primary action necessary to ensure MSC's capability to respond in a timely manner.
5. Attends and reports on USCINCEUR conferences which have an impact and influence on sealift matters.
6. Provides information to USCINCEUR and staff and to the component commanders on sealift operating practices in peacetime during contingencies and emergencies.
7. Assists USCINCEUR as required in the development of transportation concepts to aid in the logistics support of EUCOM in the development of his general war plans and country plans. These concepts would include the chartering procedures, the Sealift Readiness Program in situations less than full mobilization, requisitioning authority and the implications of the NATO shipping pool under full mobilization.
8. Assists in the evaluation of alternative ports for use in the event of loss of major port capability.
9. Assists in evaluation of the European bare and waterway capability.
10. Establishes liaison with NATO ocean shipping committees.
11. Ensures that appropriate procedures are developed to maintain continued MSC liaison as outlined in USCINCEUR's Continuity of Operations Plan.